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JIM EDGAR
SECRETARY OF STATE



OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

February 16, 1982

TO: Holders of Secretary of State, Department of Personnel Pay Plan
FROM: *Christopher P. Mariades*
Christopher P. Mariades, Director of Personnel
SUBJECT: Amendments to Department of Personnel Pay Plan

Attached are amended pages to the Secretary of State, Department of Personnel Pay Plan which include revised pages 12, 13, 14 and 15. Effective February 16, 1982, the Department of Personnel Pay Plan, Part I, Section 11.00(e) is amended to provide for a Special Assignment Differential as outlined in Section 11.00(e)(3). Effective February 16, 1982, Part II, Section 1.00 is amended to establish the prevailing rate class of Refrigeration & Air Conditioning Repairer and to reclassify the class of Labor Foreman Maintenance to Maintenance Laborer Foreman.

If you have any questions regarding these amendments, do not hesitate to contact this office.

Attachment

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AT URBANA-CHAMPAIGN

Work performed in excess of the normal work schedule as established by the department, but where that schedule is less than a forty (40) hour work week, shall be compensated at a straight time rate on either a cash or compensatory time off basis for all hours worked between the normal work schedule and forty (40) hours per week. Work in excess of forty (40) hours in a work week shall be compensated at time and one-half on either a cash or compensatory time off basis.

All employee overtime compensation shall be liquidated within forty-five (45) calendar days of its accumulation.

(3) Special Assignment Differential - For employees in the following class title responsible for changing the U.S. Flag and the Illinois Flag on top of the Capitol Building assigned to the Physical Services Department, Construction & Grounds Division, Yard Maintenance Section, a differential of 5% per month will be added to the base salary for the duration of the assignment. Persons presently occupying the position as outlined above shall receive the differential of 5% per month effective February 16, 1982. This differential will not affect the creditable service date.

Yard Maintenance Worker

(f) Part-time Work - Part time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

(g) Out-Of-State Assignment - Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment as approved by the Director of Personnel.

(h) Lump Sum Payment - Lump sum payment shall be provided for accrued vacation

and overtime at the current base rate to those employees separated from employment under the Secretary of State Merit Employment Code. Leaves of absence and layoffs are not separations and therefore, no lump sum payment may be given. The method of computation for lump sum payment is explained in Section 7.00 of this Pay Plan. Lump sum payment for an employee entitled to a shift differential will be based upon the current base salary plus the shift differential pay.

(i) Salary Treatment Upon Return From Leave - An employee returning from military leave, peace corps leave, vista leave, service-connected disability leave, leave to accept temporary, emergency, provisional, exempt or trainee position, or educational leave will be placed on the step which reflects satisfactory performance increases to which the employee would have been entitled during his period of leave. The employee's creditable service date will be maintained. An employee returning to his former Salary Grade from any other leave of over fourteen (14) calendar days will be placed at the step on which he was situated prior to his leave and his creditable service date will be extended by the duration of the leave.

PART II - SCHEDULE OF RATES

An employee occupying a position for which the rate of pay is determined by one of the methods enumerated below shall be paid a wage as specified.

Section 1.00 Prevailing Rate - The rate of pay for each class and work locality certified as being correct by the Director of Labor and approved by the Director of Personnel; or as established under "An Act regulating wages of laborers, mechanics and other workmen employed . . . under contract for public works. Approved June 26, 1941, as amended." The following are prevailing rate classes:

- Asbestos Worker
- Maintenance Brickmason
- Maintenance Brickmason Foreman
- Maintenance Carpenter
- Maintenance Carpenter Foreman
- Maintenance Electrician
- Maintenance Electrician Foreman
- Maintenance Laborer
- Maintenance Laborer Foreman
- Maintenance Painter
- Maintenance Painter Foreman
- Maintenance Plumber
- Maintenance Plumber Foreman
- Maintenance Steamfitter
- Maintenance Tinsmith
- Maintenance Worker - Power Plant
- Refrigeration & Air Conditioning Repairer
- Stationary Engineer
- Stationary Fireman
- Tile, Marble and Terrazzo Helper

Section 2.00 Negotiated Rate - The rate of pay for a class in any specific area or department or in a specific area for a department as established and approved by the Director of Personnel (Secretary of State, Department of Personnel) after having conducted negotiations for this purpose as provided in Section 6a(6) of the Code.

(a) The negotiated rates of pay for all permanent employees in the following classifications wherever employed in the Office of the Secretary of State shall be as indicated:

Account Clerk I	Grade 4
Account Clerk II	Grade 6
Account Technician I	Grade 9
Account Technician II	Grade 11
Accountant I	Grade 12
Accountant II	Grade 14
Accountant III	Grade 16
Clerk I	Grade 1
Clerk II	Grade 2
Clerk III	Grade 4
Clerk IV	Grade 7
Clerk Stenographer I	Grade 3
Clerk Stenographer II	Grade 4
Clerk Stenographer III	Grade 6
Clerk Typist I	Grade 2
Clerk Typist II	Grade 3
Clerk Typist III	Grade 5
Communications Network Controller I	Grade 8
Communications Network Controller II	Grade 10
Computer Operator I	Grade 6
Computer Operator II	Grade 9
Computer Operator III	Grade 12
Computer Operator IV	Grade 14
Computer Output Microfilm Operator I	Grade 5
Computer Output Microfilm Operator II	Grade 7
Computer Output Microfilm Operator III	Grade 9
Computer Production Controller I	Grade 6
Computer Production Controller II	Grade 9
* Computer Production Controller III	Grade 13
* Computer Production Controller IV	Grade 15
Data Input Operator I	Grade 2
Data Input Operator II	Grade 4
Data Input Operator III	Grade 5
Data Input Operator IV	Grade 7
* Drivers License Hearing Officer I	Grade 14
Duplicating Machine Operator I	Grade 3
Duplicating Machine Operator II	Grade 5
Duplicating Machine Operator III	Grade 9
Methods & Procedures Advisor I	Grade 14
Methods & Procedures Advisor II	Grade 16
Methods & Procedures Advisor III	Grade 18
Microfilm Laboratory Technician I	Grade 7
Microfilm Laboratory Technician II	Grade 9

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OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

TO: Holders of Department of Personnel Pay Plan

FROM: Christopher P. Mariades, Director of Personnel

SUBJECT: Amendments to Secretary of State, Department of Personnel
Pay Plan - Part II, Section 2.00(c)

Attached are amendments to the Department of Personnel Pay Plan reflecting the rates of pay negotiated for employees in the bargaining unit represented by the Illinois Federation of Teachers as set out in Part II, Section 2.00(c) of the Pay Plan which are effective October 1, 1980 (\$75 increase) and July 1, 1981 (8% increase). Additionally, effective July 1, 1981 any employee in the bargaining unit with 18 months or more creditable service at Steps 5 or 6 shall receive a step increase to the next higher step. An employee with less than 18 months creditable service on July 1, 1981 at Steps 5 or 6 shall receive a step increase to the next higher step upon the completion of 18 months creditable service.

Pages 19 and 20 are also enclosed for insertion in your Pay Plan (these pages previously numbered as Page 21 and 22; pages 19 and 20 previously deleted)

If you have any questions regarding these materials, do not hesitate to contact our office.

Attachments

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CHICAGO

Facility Service Clerk I

Current Rate	790	830	870	910	950
As of 7-1-80	806	847	887	928	969

Facility Service Clerk II

Current Rate	910	960	1010	1060	1110
As of 7-1-80	928	979	1030	1081	1132

Facility Service Representative

Current Rate	1140	1190	1245
As of 7-1-80	1163	1214	1270

Switchboard Operator

Current Rate	798	838	880
As of 7-1-80	814	855	898

Stores Clerk

Current Rate	790	830	870
As of 7-1-80	806	847	887

Employees who have completed twelve (12) months or more creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule.

Employees who have less than twelve (12) months creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule upon completion of twelve (12) months creditable service at their current rate.

Thereafter, all employees will achieve the next higher step after twelve months creditable service on their current step.

New employees will continue to be hired at the following rates:

Facility Service Clerk I

Current Rate	\$760
As of 7-1-80	\$775

Stores Clerk

Current Rate	\$760
As of 7-1-80	\$775

Switchboard Operator

Current Rate	\$798
As of 7-1-80	\$814

DOWNSTATE

Facility Service Clerk I (Current)

Current Rate	730	775	815
As of 7-1-80	745	791	831

Downstate (continued)

Facility Service Clerk II

Current	815	850	890
As of 7-1-80	831	867	908

Facility Service Representative

Current	1000	1060	1125
As of 7-1-80	1020	1081	1148

Employees who have completed twelve (12) months or more creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule.

Employees who have less than twelve (12) months creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule upon completion of twelve (12) months creditable service at their current rate.

Thereafter, all employees will achieve the next higher step after each twelve (12) months creditable service on their current step.

New employees will continue to be hired at the following rates:

Facility Service Clerk I

Current	\$687
As of 7-1-80	\$701

(b) The negotiated rates of pay for the following classifications wherever employed full time in the Office of the Secretary of State in Springfield, Illinois shall be as indicated.

<u>POSITION</u>	<u>CURRENT RATE</u>	<u>RATE EFFECTIVE 7-1-80</u>
Janitor I (Day)	\$958	\$1044
Janitor II (Day)	986	1072
Janitor III (Day)	1021	1107
Janitor I (Night)	928	1014
Janitor II (Night)	954	1040
Janitor III (Night)	987	1073
Watch Attendant I	841	927
Watch Attendant I	897	983
Watch Attendant I	923	1009
Watch Attendant II	865	951
Watch Attendant II	952	1038
Yard Maintenance Worker	930	1016
Yard Maintenance Supervisor	979	1065
Yard Maintenance Lead Supervisor	1050	1136

<u>POSITION</u>	<u>CURRENT RATE</u>	<u>RATE EFFECTIVE 7-1-80</u>
Elevator Operator	\$ 773	\$ 859
Security Officer III	919	1005
Security Officer III	966	1052
Security Officer III	1009	1095
Security Officer III	1102	1188
Security Officer IV	1020	1106
Security Officer IV	1067	1153
Security Officer IV	1117	1203
Security Officer IV	1167	1253
Storekeeper I	799	885
Storekeeper I	947	1033
Storekeeper II	918	1004
Storekeeper II	959	1045
Storekeeper III	1020	1106
Storekeeper III	1117	1203
Storekeeper III	1167	1253
Messenger Clerk I	653	739
Messenger Clerk I	702	788
Messenger Clerk I	726	812
Messenger Clerk II	653	739

(c) The negotiated rates of pay for the following classification in the departments as specified employed in the Office of the Secretary of State shall be as indicated:

Illinois State Library

Clerk V
Graphic Arts Illustrator
Librarian I
Librarian II
Library Aide I
Library Aide II
Library Aide III
Library Associate
Library Technical Assistant
Senior Librarian I
Senior Librarian II

Excluding those positions specifically excluded by the Decision and Order dated July 27, 1979 as supervisory. Employees who succeed the incumbent employees in those excluded positions shall likewise be excluded from the scope of this Agreement.

Archives & Records

Archival Technical Assistant
Archivist I
Archivist II
Senior Archivist I
Senior Archivist II

Excluding that position specifically excluded by the Decision and

Order dated November 26, 1979 as supervisory. Employees who succeed the incumbent employee in that excluded position shall likewise be excluded from the scope of this Agreement.

Research Department

Photographer I
Photographer II

<u>POSITION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
Archival Technical Asst.							
Current	989	1036	1086	1133	1182	1231	1280
As of 10/1/80	1064	1111	1161	1208	1257	1306	1355
As of 7/1/81	1149	1200	1254	1305	1358	1410	1463
Archivist I							
Current	989	1036	1086	1133	1182	1231	1280
As of 10/1/80	1064	1111	1161	1208	1257	1306	1355
As of 7/1/81	1149	1200	1254	1305	1358	1410	1463
Archivist II							
Current	1095	1151	1206	1261	1317	1371	1427
As of 10/1/80	1170	1226	1281	1336	1392	1446	1502
As of 7/1/81	1264	1324	1383	1443	1503	1562	1622
Clerk V							
Current	852	893	931	972	1011	1051	1090
As of 10/1/80	927	968	1006	1047	1086	1126	1165
As of 7/1/81	1001	1045	1086	1131	1173	1216	1258
Graphic Arts Illus.							
Current	942	987	1031	1077	1123	1168	1213
As of 10/1/80	1017	1062	1106	1152	1198	1243	1288
As of 7/1/81	1098	1147	1194	1244	1294	1342	1391
Librarian I							
Current	1043	1094	1145	1200	1251	1304	1356
As of 10/1/80	1118	1169	1220	1275	1326	1379	1431
As of 7/1/81	1207	1263	1318	1377	1432	1489	1545
Librarian II							
Current	1155	1214	1275	1334	1395	1456	1516
As of 10/1/80	1230	1289	1350	1409	1470	1531	1591
As of 7/1/81	1328	1392	1458	1522	1588	1653	1718
Library Aide I							
Current	648	670	696	720	744	770	796
As of 10/1/80	723	745	771	795	819	845	871
As of 7/1/81	781	805	833	859	885	913	941

<u>POSITION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
Library Aide II							
Current	696	722	751	778	806	834	861
As of 10/1/80	771	797	826	853	881	909	936
As of 7/1/81	833	861	892	921	951	982	1011
Library Aide III							
Current	752	783	813	846	877	910	944
As of 10/1/80	827	858	888	921	952	985	1019
As of 7/1/81	893	927	959	995	1028	1064	1101
Library Associate							
Current	942	987	1031	1077	1123	1168	1213
As of 10/1/80	1017	1062	1106	1152	1198	1243	1288
As of 7/1/81	1098	1147	1194	1244	1294	1342	1391
Library Technical Asst.							
Current	852	893	931	972	1011	1051	1090
As of 10/1/80	927	968	1006	1047	1086	1126	1165
As of 7/1/81	1001	1045	1086	1131	1173	1216	1258
Photographer I							
Current	852	893	931	972	1011	1051	1090
As of 10/1/80	927	968	1006	1047	1086	1126	1165
As of 7/1/81	1001	1045	1086	1131	1173	1216	1258
Photographer II							
Current	989	1036	1086	1133	1182	1231	1280
As of 10/1/80	1064	1111	1161	1208	1257	1306	1355
As of 7/1/81	1149	1200	1254	1305	1358	1410	1463
Sr. Archivist I							
Current	1290	1360	1427	1497	1564	1631	1699
As of 10/1/80	1365	1435	1502	1572	1639	1706	1774
As of 7/1/81	1474	1550	1622	1698	1770	1842	1916
Sr. Archivist II							
Current	1540	1624	1709	1795	1880	1963	2050
As of 10/1/80	1615	1699	1784	1870	1955	2038	2125
As of 7/1/81	1744	1835	1927	2020	2111	2201	2295
Sr. Librarian I							
Current	1290	1360	1427	1497	1564	1631	1699
As of 10/1/80	1365	1435	1502	1572	1639	1706	1774
As of 7/1/81	1474	1550	1622	1698	1770	1842	1916
Sr. Librarian II							
Current	1540	1624	1709	1795	1880	1963	2050
As of 10/1/80	1615	1699	1784	1870	1955	2038	2125
As of 7/1/81	1744	1835	1927	2020	2111	2201	2295

Effective July 1, 1981, all employees within the bargaining unit with 18 months or more creditable service at Steps 5 or 6 shall receive a step increase to the next higher step. An employee with less than 18 months creditable service at Steps 5 or 6 shall receive a step increase to the next higher step upon the completion of 18 months.

Section 3.00 Designated Rate - The rate of pay for a specific position or a class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan. Rates of pay shall be only as designated by the Secretary of State.

Executive Information Representative (Position #K3602-82-00-00-016)

	<u>Annual Salary</u>
Effective 8-1-80:	\$30,444

PART III - SCHEDULE OF SALARY GRADES

MONTHLY AND ANNUAL RATES OF PAY
(February 1, 1980)

<u>Grade</u>	<u>Minimum or Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum or Step 7</u>
1	604 7248	626 7512	648 7776	670 8040	693 8316	716 8592	737 8844
2	626 7512	648 7776	670 8040	695 8340	719 8628	741 8892	765 9180
3	648 7776	670 8040	696 8352	720 8640	744 8928	770 9240	796 9552
4	670 8040	696 8352	721 8652	747 8964	774 9288	800 9600	827 9924
5	696 8352	722 8664	751 9012	778 9336	806 9672	834 10008	861 10332
6	722 8664	752 9024	780 9360	810 9720	839 10068	870 10440	900 10800
7	752 9024	783 9396	813 9756	846 10152	877 10524	910 10920	944 11328
8	783 9396	816 9792	850 10200	885 10620	919 11028	954 11448	990 11880
9	816 9792	851 10212	889 10668	925 11100	963 11556	1000 12000	1036 12432
10	852 10224	893 10716	931 11172	972 11664	1011 12132	1051 12612	1090 13080
11	894 10728	937 11244	977 11724	1021 12252	1063 12756	1104 13248	1147 13764
12	942 11304	987 11844	1031 12372	1077 12924	1123 13476	1168 14016	1213 14556
13	989 11868	1036 12432	1086 13032	1133 13596	1182 14184	1231 14772	1280 15360
14	1043 12516	1094 13128	1145 13740	1200 14400	1251 15012	1304 15648	1356 16272

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JIM EDGAR
SECRETARY OF STATE



OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

July 23, 1982

TO: Holders of the Secretary of State, Department of Personnel Pay Plan

FROM: *Christopher P. Mariades*
Christopher P. Mariades, Acting Director of Personnel

SUBJECT: Amendments to Department of Personnel Pay Plan

Attached are amended pages to the Secretary of State, Department of Personnel Pay Plan effective July 1, 1982 which include:

- Revised index (pages ii and iii)
- Revisions to Part I, Section 5.00, Section 8.00(a) and (b) and Section 10.00 to include provisions for implementation of the Intermittent Program (pages 2, 6, 9)
- Negotiated rates of pay under the Illinois Federation of Teachers contract, Part II, Section 2.00(c) (pages 22 - 25)
- Establishment of the hourly rates of pay for Intermittent titles, Part II, Section 4.00 (page 25A)
- Revisions to Part II, Schedules of Salary Grades to establish Schedule "K" which will be utilized for all permanent non-bargaining unit titles and Schedule "T" which will be utilized for all temporary positions (pages 26 - 27A)
- Revisions to Part V, Performance Evaluation Salary Schedules (page 39)

If you have any questions regarding these revisions or additions or require additional copies, do not hesitate to contact our office.

Attachments

DEPOSITORY

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AT URBANA-CHAMPAIGN

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Section 4.00 Pay Schedules - The attached Schedules of Salary Grades, Schedule of Rates and Alphabetic Index of Position Titles are hereby made a part of this Plan. Each employee subject to this Pay Plan, except those whose rates of pay are determined under the Schedule of Rates or the Performance Evaluation Compensation System, shall be paid at a step in the appropriate salary grade for the class of position in which he is employed.

Section 5.00 Definitions - The following are definitions of certain terms and are for purposes of clarification as they affect this Pay Plan only.

Base Salary: A dollar amount of pay specifically designated in the Schedules of Salary Grades or Schedule of Rates. Base salary does not include overtime pay or shift differential pay or deductions for time not worked.

Comparable Classes: Two or more classes that have the same maximum permissible salary or rate.

Creditable Service: All service in full or regularly scheduled part-time or intermittent pay status beginning with the date of initial employment or the effective date of the last salary increase which was at least equivalent to a full step. The following actions shall not affect an employee's creditable service date:

- (a) Superior performance increase;
- (b) A reevaluation resulting in a salary increase less than a full step in the former salary grade;
- (c) Promotion or reallocation resulting in a salary increase less than a full step increase in the former salary grade;

- (d) Salary adjustments as provided for in Section 8.00 of this Pay Plan which are approved to correct errors or oversights. (Salary adjustments approved in the best interest of the Department and Office of the Secretary of State shall cause an employee's creditable service date to be changed to the effective date of said salary adjustment, unless the Director of Personnel determines such change to be inequitable.)

Demotion: The assignment for cause of an employee to a vacant position in a class having a lower maximum permissible salary or rate than the former class.

Differential: The additional compensation added to the base salary of an employee resulting from conditions of employment imposed on him during the normal schedule of work.

Entrance Salary: The initial base salary assigned to an employee on entering the service of the Office of the Secretary of State.

Promotion: The appointment of an employee, with the approval of the employing department and the Department of Personnel to a vacant position in a class having a higher maximum permissible salary or rate than the former class.

Reallocation: The change in the classification of an existing position resulting from significant changes in assigned duties and responsibilities.

Reclassification: The allocation of existing positions to newly established class titles.

Reevaluation: The assignment of a different salary grade to a class based upon changes in relation to other classes or to the labor market.

- (c) Part-Time Work: Part-time employees whose base salary is other than an hourly or daily basis, shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section 8.00 Increases in Pay - After the effective date of this Plan, or as hereafter amended, employees occupying positions in classes that are paid in conformance with the Schedule of Salary Grades or Section 4.00 of the Schedule of Rates specified herein shall be granted increases as follows:

- (a) Satisfactory Performance Increases - Each employee who has not attained Step 5 of the relevant salary grade and whose level of performance has been at a satisfactory level of competence, shall be successively advanced in pay to the next higher step in the salary grade or rate after one year of creditable service by permanent full-time employees or after completion of 1957.5 hours of creditable service by permanent part-time employees and intermittent employees in the same class. Satisfactory performance increases cannot be made to Steps 6 or 7.

A satisfactory performance increase shall become effective on the first day of the month within which the required period of creditable service is reached.

No satisfactory performance increase may be given after the effective date of separation.

- (b) Superior Performance Increases - Subject to the approval of the Director of Personnel, a department director may grant a superior performance increase to an employee who characteristically carries out his or her work in such a way that the results are substantially above a satisfactory level of performance.

A permanent full-time employee shall be eligible to be considered for a superior performance increase after six months of continuous service; a permanent part-time or intermittent employee shall be eligible to be considered for a superior performance increase after 979 hours of employment. A minimum of 18 months (2936.5 hours of employment for permanent part-time and intermittent) must elapse between superior performance increases. A superior performance increase shall be for one step in the relevant salary grade or schedule of rates.

A superior performance increase shall not affect an employee's creditable service date. A performance rating supporting a superior performance increase shall be filed with the Department of Personnel along with the form requesting approval of such action.

- (c) Promotion and Reallocation - Normally upon promotion or reallocation an employee shall be advanced to the lowest step in the new grade which represents at least a full step increase in the former grade. An equivalent of a full step for those employees in Step 7 shall be determined by the value of difference between Steps 6 and 7 of the former pay grade. Any deviation requires approval of the Director of Personnel.
- (d) Reevaluation - Upward - If a higher salary grade is assigned to a class, employees occupying positions in the class shall be advanced to the lowest step in the new grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of the reevaluation, a one step increase will be granted immediately.
- (e) Separation and Subsequent Appointment - Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary grade, an increase shall be given under the conditions and requirements applicable to promotions.
- (f) Adjustments - An employee may receive an upward adjustment in his base salary for the purpose of correcting a previous error, oversight, or when the best interest of the department and the Office of the Secretary of State will be served. Adjustments must have the written approval of the Director of Personnel.
- (g) Reclassification - Upward - If an existing class is reclassified to a higher pay grade, employees occupying positions in the class shall be advanced to the lowest step in the new grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of the reclassification, a one step increase will be granted immediately.

All increases in pay described herein, except satisfactory performance increases, shall become effective the first day of the pay period following approval.

Section 9.00 Withholding Satisfactory Performance Increases and Redetermination

- (a) Withholding Satisfactory Performance Increases - As an inducement toward

attainment of a satisfactory level of competence, a department director may, with the approval of the Director of Personnel, withhold satisfactory performance increases from an employee who has not achieved a satisfactory level of performance.

Such action must be supported by a performance record showing less than satisfactory performance. Said performance record must be prepared by the appropriate supervisor, discussed with the employee, and approved by the department director. The performance record will not be invalidated by the refusal of the employee to sign. In such cases, an explanatory note shall be made on the record by the supervisor.

A notice of withholding of satisfactory performance increases supported by the performance record shall be submitted to the Department of Personnel not less than 10 calendar days prior to the date the increase would otherwise become effective.

(b) Redetermination - A satisfactory performance increase previously withheld shall be granted when the cause for withholding has been eliminated. Redetermination must be made at least annually. In such cases, the increases will be effective the first day of the month following the date of approval and will be preceded by the preparation and filing of a performance record within the department indicating the attainment of satisfactory level of competence.

Section 10.00 Decreases in Pay - Employees occupying positions in classes that are paid in conformance with the Schedules of Salary Grades or Section 4.00 of the Schedule of Rates shall have their salaries reduced only as specified below and shall become effective the first day of the pay period following date of approval:

- (a) Demotion for Cause to a Lower Class - Upon demotion, the employee's base salary will be reduced to Step 7 of the salary grade for the lower class if the current base salary is in excess thereof, or to the step in the lower salary grade which provides the salary nearest in amount, but less than the current base salary, except that an employee demoted during a probationary period following promotion will have his salary reduced to the step in the lower salary grade which represents the salary had the employee not been promoted, and his previous creditable service date will be restored.
- (b) Position Reallocated to a Lower Class - An employee's base salary will be reduced to Step 7 of the lower salary grade, if in excess thereof, or to the step in the lower salary grade nearest in amount but in no case more than the current base salary. However, as provided in Section 10a(2) of the Secretary of State Merit Employment Code, the pay for an employee whose position is reallocated because of a loss of duties or responsibilities after his appointment to such position shall not be required to be lowered for a period of one calendar year. Where the base salary is identical to an exact step in the lower range, he shall be placed on this step with no further reduction required. An employee's creditable service date will not be affected by a downward reallocation.
- (c) Voluntary Reduction to a Lower Class - Upon the voluntary reduction of an employee to a vacant position in a class having a lower salary grade than the class from which the reduction was made, the employee's base salary will be reduced to Step 7 of the lower salary grade, if in excess thereof, or to the step in the lower salary grade which provides the base salary nearest in amount, but less than the current base salary. An employee who voluntarily requests a reduction to a lower class during a probationary period following promotion will have his salary reduced to the step in the salary grade which represents the salary had the employee not been promoted, and his previous creditable service date will be restored.

(b) The negotiated rates of pay for all employees in the following classifications, and their successor titles, wherever employed full time in the Office of the Secretary of State in Springfield, Illinois shall be as indicated:

<u>POSITION TITLE</u>	<u>RATE EFFECTIVE</u>	
	<u>9-16-81</u>	<u>7-1-82</u>
Elevator Operator	\$ 935	\$1035
Janitor	1121	1221
Messenger Clerk	815	915
Security Guard	1038 (\$1191*)	1138 (\$1191*)
Storekeeper	1157	1257
Yard Maintenance Supervisor	1131	1231
Yard Maintenance Worker	1096	1196

*Negotiated Rate to be frozen until lower rates equal or exceed frozen rates

Any employee occupying a position title covered by this Agreement who is paid at a rate of pay above the negotiated rate effective July 1, 1981 shall be maintained at their current rate until such time as his/her rate of pay is exceeded by any future negotiated rates for that position title. When the negotiated rate for said positions exceeds the rate of June 30, 1981, the employee's rate of pay shall be advanced to the new rate.

(c) The negotiated rates of pay for employees in the following classifications in the departments as specified within the Office of the Secretary of State shall be as indicated:

Illinois State Library

Clerk V
Graphic Arts Illustrator
Library Aide I & II
Library Program Specialist
Library Specialist
Library Subject Specialist
Library Technical Specialist
Library Technician

Archives & Records

Archival Conservator I & II
Archivist I & II
Records Analyst I & II
Senior Archivist I & II

Communications Department

Photographer I & II

POSITION TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Archival Conservator I (13)							
Current	1149	1200	1254	1305	1358	1410	1463
7-1-82	1219	1270	1324	1375	1428	1480	1533
7-1-83	1299	1350	1404	1455	1508	1560	1613
7-1-84	1376	1431	1488	1542	1598	1653	1709
Archival Conservator II (16)							
Current	1328	1392	1458	1522	1588	1653	1718
7-1-82	1398	1462	1528	1592	1658	1723	1788
7-1-83	1488	1552	1618	1682	1748	1813	1878
7-1-84	1577	1645	1715	1782	1852	1921	1990
Archivist I (14)							
Current	1207	1263	1318	1377	1432	1489	1545
7-1-82	1277	1333	1388	1447	1502	1559	1615
7-1-83	1367	1423	1478	1537	1592	1649	1705
7-1-84	1449	1508	1566	1629	1687	1747	1807
Archivist II (16)							
Current	1328	1392	1458	1522	1588	1653	1718
7-1-82	1398	1462	1528	1592	1658	1723	1788
7-1-83	1488	1552	1618	1682	1748	1813	1878
7-1-84	1577	1645	1715	1782	1852	1921	1990
Clerk V (10)							
Current	1001	1045	1086	1131	1173	1216	1258
7-1-82	1071	1115	1156	1201	1243	1286	1328
7-1-83	1151	1195	1236	1281	1323	1366	1408
7-1-84	1220	1266	1310	1357	1402	1447	1492
Graphic Arts Illustrator (12)							
Current	1098	1147	1194	1244	1294	1342	1391
7-1-82	1168	1217	1264	1314	1364	1412	1461
7-1-83	1248	1297	1344	1394	1444	1492	1541
7-1-84	1322	1374	1424	1477	1530	1581	1633
Library Aide I (03)							
Current	781	805	833	859	885	913	941
7-1-82	851	875	903	929	955	983	1011
7-1-83	931	955	983	1009	1035	1063	1091
7-1-84	986	1012	1041	1069	1097	1126	1156

POSITION TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Library Aide II (06)							
Current	861	893	923	956	987	1021	1053
7-1-82	931	963	993	1026	1057	1091	1123
7-1-83	1011	1043	1073	1106	1137	1171	1203
7-1-84	1071	1105	1137	1172	1205	1241	1275
Library Program Specialist (21)							
Current	1744	1835	1927	2020	2111	2201	2295
7-1-82	1814	1905	1997	2090	2181	2271	2365
7-1-83	1924	2015	2107	2200	2291	2381	2475
7-1-84	2039	2135	2233	2332	2428	2523	2623
Library Specialist (16)							
Current	1328	1392	1458	1522	1588	1653	1718
7-1-82	1398	1462	1528	1592	1658	1723	1788
7-1-83	1488	1552	1618	1682	1748	1813	1878
7-1-84	1577	1645	1715	1782	1852	1921	1990
Library Subject Specialist (18)							
Current	1474	1550	1622	1698	1770	1842	1916
7-1-82	1544	1620	1692	1768	1840	1912	1986
7-1-83	1644	1720	1792	1868	1940	2012	2086
7-1-84	1742	1823	1899	1980	2056	2132	2211
Library Technical Specialist (12)							
Current	1098	1147	1194	1244	1294	1342	1391
7-1-82	1168	1217	1264	1314	1364	1412	1461
7-1-83	1248	1297	1344	1394	1444	1492	1541
7-1-84	1322	1374	1424	1477	1530	1581	1633
Library Technician (10)							
Current	1001	1045	1086	1131	1173	1216	1258
7-1-82	1071	1115	1156	1201	1243	1286	1328
7-1-83	1151	1195	1236	1281	1323	1366	1408
7-1-84	1220	1266	1310	1357	1402	1447	1492

<u>POSITION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
Photographer I (10)							
Current	1001	1045	1086	1131	1173	1216	1258
7-1-82	1071	1115	1156	1201	1243	1286	1328
7-1-83	1151	1195	1236	1281	1323	1366	1408
7-1-84	1220	1266	1310	1357	1402	1447	1492
Photographer II (13)							
Current	1149	1200	1254	1305	1358	1410	1463
7-1-82	1219	1270	1324	1375	1428	1480	1533
7-1-83	1299	1350	1404	1455	1508	1560	1613
7-1-84	1376	1431	1488	1542	1598	1653	1709
Records Analyst I (14)							
Current	1207	1263	1318	1377	1432	1489	1545
7-1-82	1277	1333	1388	1447	1502	1559	1615
7-1-83	1367	1423	1478	1537	1592	1649	1705
7-1-84	1449	1508	1566	1629	1687	1747	1807
Records Analyst II (16)							
Current	1328	1392	1458	1522	1588	1653	1718
7-1-82	1398	1462	1528	1592	1658	1723	1788
7-1-83	1488	1552	1618	1682	1748	1813	1878
7-1-84	1577	1645	1715	1782	1852	1921	1990
Senior Archivist I (18)							
Current	1474	1550	1622	1698	1770	1842	1916
7-1-82	1544	1620	1692	1768	1840	1912	1986
7-1-83	1644	1720	1792	1868	1940	2012	2086
7-1-84	1742	1823	1899	1980	2056	2132	2211
Senior Archivist II (21)							
Current	1744	1835	1927	2020	2111	2201	2295
7-1-82	1814	1905	1997	2090	2181	2271	2365
7-1-83	1924	2015	2107	2200	2291	2381	2475
7-1-84	2039	2135	2233	2332	2428	2523	2623

Section 3.00 Designated Rate - The rate of pay for a specific position or class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan. Rates of pay shall be only as designated by the Secretary of State.

Executive Information Representative (Position # K3602-82-00-00-016)

	<u>Annual Salary</u>
Effective 8-1-80:	\$30,444

Section 4.00 Hourly Rates - The rate of pay for a class in any department as established and approved by the Director of Personnel where the work is of an intermittent nature and whose compensation is based on an hourly rate shall be paid in accordance with the following schedule.

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Int. Cl I	\$4.79	\$4.96	\$5.14	\$5.31	\$5.50	\$5.68	\$5.85
Int. Cl II	\$4.96	\$5.14	\$5.31	\$5.51	\$5.71	\$5.88	\$6.08
Int. Cl III	\$5.31	\$5.52	\$5.73	\$5.93	\$6.14	\$6.36	\$6.57
Int. Cl Typ I	\$4.96	\$5.14	\$5.31	\$5.51	\$5.71	\$5.88	\$6.08
Int. Cl Typ II	\$5.14	\$5.31	\$5.52	\$5.72	\$5.90	\$6.12	\$6.31
Int. Cl Typ III	\$5.52	\$5.73	\$5.97	\$6.17	\$6.40	\$6.63	\$6.84
Int. FSC-Cook	\$5.46	\$5.70	\$5.95	\$6.19	\$6.44	\$6.68	
Int. FSC-Collar	\$5.33	\$5.58	\$5.82	\$6.07	\$6.31	\$6.56	
Int. FSC-Downstate	\$5.09	\$5.33	\$5.58	\$5.82	\$6.07	\$6.31	
Int. Public Inq. Operator	\$5.98	\$6.22	\$6.45	\$6.71	\$6.97	\$7.23	\$7.51
Int. Security Guard	\$6.98						

PART III - SCHEDULE OF SALARY GRADES
 SCHEDULE "K"
 MONTHLY AND ANNUAL RATES OF PAY
 (July 1, 1982)

<u>Grade</u>	<u>Minimum or Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum or Step 7</u>
1	743 8916	767 9204	790 9480	814 9768	838 10056	863 10356	885 10620
2	767 9204	790 9480	814 9768	840 10080	866 10392	889 10668	915 10980
3	790 9480	814 9768	841 10092	867 10404	892 10704	920 11040	948 11376
4	814 9768	841 10092	868 10416	896 10752	924 11088	952 11424	981 11772
5	841 10092	869 10428	900 10800	929 11148	958 11496	988 11856	1017 12204
6	869 10428	901 10812	931 11172	963 11556	994 11928	1027 12324	1059 12708
7	901 10812	934 11208	966 11592	1001 12012	1034 12408	1069 12828	1105 13260
8	934 11208	969 11628	1005 12060	1043 12516	1079 12948	1116 13392	1154 13848
9	969 11628	1006 12072	1047 12564	1085 13020	1126 13512	1165 13980	1203 14436
10	1007 12084	1051 12612	1092 13104	1135 13620	1177 14124	1219 14628	1261 15132
11	1052 12624	1098 13176	1141 13692	1187 14244	1232 14784	1276 15312	1322 15864
12	1103 13236	1151 13812	1198 14376	1247 14964	1296 15552	1344 16128	1392 16704
13	1153 13836	1203 14436	1257 15084	1307 15684	1359 16308	1411 16932	1463 17556
14	1211 14532	1265 15180	1319 15828	1378 16536	1432 17184	1489 17868	1544 18528
15	1266 15192	1326 15912	1384 16608	1443 17316	1503 18036	1560 18720	1620 19440

<u>Grade</u>	<u>Minimum or Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum or Step 7</u>
16	1330 15960	1393 16716	1458 17496	1521 18252	1586 19032	1651 19812	1715 20580
17	1398 16776	1466 17592	1535 18420	1600 19200	1668 20016	1736 20832	1804 21648
18	1474 17688	1548 18576	1620 19440	1694 20328	1766 21192	1837 22044	1909 22908
19	1556 18672	1636 19632	1715 20580	1793 21516	1872 22464	1952 23424	2031 24372
20	1645 19740	1729 20748	1813 21756	1898 22776	1982 23784	2065 24780	2149 25788
21	1740 20880	1830 21960	1920 23040	2012 24144	2102 25224	2191 26292	2283 27396
22	1840 22080	1937 23244	2034 24408	2131 25572	2229 26748	2325 27900	2421 29052
23	1954 23448	2060 24720	2165 25980	2269 27228	2375 28500	2480 29760	2585 31020
24	2081 24972	2193 26316	2308 27696	2421 29052	2535 30420	2649 31788	2761 33132
25	2219 26628	2343 28116	2468 29616	2591 31092	2717 32604	2840 34080	2964 35568
26	2372 28464	2503 30036	2635 31620	2770 33240	2901 34812	3034 36408	3167 38004
27	2535 30420	2681 32172	2825 33900	2970 35640	3116 37392	3261 39132	3406 40872
28	2725 32700	2883 34596	3040 36480	3198 38376	3356 40272	3514 42168	3672 44064
29	2927 35124	3096 37152	3266 39192	3439 41268	3608 43296	3779 45348	3950 47400
30	3154 37848	3341 40092	3528 42336	3716 44592	3903 46836	4091 49092	4277 51324

(Revised 7-1-82)

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PART III - SCHEDULE OF SALARY GRADES
 SCHEDULE "T"
 MONTHLY AND ANNUAL RATES OF PAY
 (July 1, 1982)

<u>Grade</u>	<u>Minimum or Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum or Step 7</u>
1	643 7716	667 8004	690 8280	714 8568	738 8856	763 9156	785 9420
2	667 8004	690 8280	714 8568	740 8880	766 9192	789 9468	815 9780
3	690 8280	714 8568	741 8892	767 9204	792 9504	820 9840	848 10176
4	714 8568	741 8892	768 9216	796 9552	824 9888	852 10224	881 10572
5	741 8892	769 9228	800 9600	829 9948	858 10296	888 10656	917 11004
6	769 9228	801 9612	831 9972	863 10356	894 10728	927 11124	959 11508
7	801 9612	834 10008	866 10392	901 10812	934 11208	969 11628	1005 12060
8	834 10008	869 10428	905 10860	943 11316	979 11748	1016 12192	1054 12648
9	869 10428	906 10872	947 11364	985 11820	1026 12312	1065 12780	1103 13236
10	907 10884	951 11412	992 11904	1035 12420	1077 12924	1119 13428	1161 13932
11	952 11424	998 11976	1041 12492	1087 13044	1132 13584	1176 14112	1222 14664
12	1003 12036	1051 12612	1098 13176	1147 13764	1196 14352	1244 14928	1292 15504
13	1053 12636	1103 13236	1157 13884	1207 14484	1259 15108	1311 15732	1363 16356
14	1111 13332	1165 13980	1219 14628	1278 15336	1332 15984	1389 16668	1444 17328
15	1166 13992	1226 14712	1284 15408	1343 16116	1403 16836	1460 17520	1520 18240

<u>Grade</u>	<u>Minimum or Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Maximum or Step 7</u>
16	1230 14760	1293 15516	1358 16296	1421 17052	1486 17832	1551 18612	1615 19380
17	1298 15576	1366 16392	1435 17220	1500 18000	1568 18816	1636 19632	1704 20448
18	1374 16488	1448 17376	1520 18240	1594 19128	1666 19992	1737 20844	1809 21708
19	1456 17472	1536 18432	1615 19380	1693 20316	1772 21264	1852 22224	1931 23172
20	1545 18540	1629 19548	1713 20556	1798 21576	1882 22584	1965 23580	2049 24588
21	1640 19680	1730 20760	1820 21840	1912 22944	2002 24024	2091 25092	2183 26196
22	1740 20880	1837 22044	1934 23208	2031 24372	2129 25548	2225 26700	2321 27852
23	1854 22248	1960 23520	2065 24780	2169 26028	2275 27300	2380 28560	2485 29820
24	1981 23772	2093 25116	2208 26496	2321 27852	2435 29220	2549 30588	2661 31932
25	2119 25428	2243 26916	2368 28416	2491 29892	2617 31404	2740 32880	2864 34368
26	2272 27264	2403 28836	2535 30420	2670 32040	2801 33612	2934 35208	3067 36804
27	2435 29220	2581 30972	2725 32700	2870 34440	3016 36192	3161 37932	3306 39672
28	2625 31500	2783 33396	2940 35280	3098 37176	3256 39072	3414 40968	3572 42864
29	2827 33924	2996 35952	3166 37992	3339 40068	3508 42096	3679 44148	3850 46200
30	3054 36648	3241 38892	3428 41136	3616 43392	3803 45636	3991 47892	4177 50124

- (b) Payment for Fractional Part of a Specific Pay Period - In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual work days (hours) in the pay period, the formula to be used is: monthly rate divided by two equals pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.
- (c) Part-time work - Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section P.E.C.S. 13.00 Implementation - Effective April 16, 1979, the rates of pay for all employees whose base rate is less than the minimum of the relevant salary range shall be advanced to the minimum of the new salary range. Employees whose base rate falls between the minimum and maximum of the relevant salary range will retain their current base rate with no increase in pay. Creditable service dates shall be maintained.

PART V

Section P.E.C.S. 14.00 Merit Increase Guide Chart

<u>Performance Rating</u>	<u>Increase Range</u>
Superior	10 - 12%
More than Satisfactory	7 - 9%
Satisfactory	4 - 6%
Improvement Needed	1 - 3%
Unsatisfactory	0

PERFORMANCE EVALUATION SALARY SCHEDULE

<u>Salary Range</u>	<u>Minimum</u>	<u>Maximum</u>
PECS 1	\$1291	\$1614
PECS 2	\$1397	\$1806
PECS 3	\$1624	\$2110
PECS 4	\$1821	\$2345
PECS 5	\$1958	\$2579
PECS 6	\$2081	\$2761
PECS 7	\$2216	\$2944

PART VI

DEPUTY DIRECTOR RATES

<u>Title</u>	<u>Annual Rates</u>	
	<u>Minimum</u>	<u>Maximum</u>
Deputy Director	\$21,600	\$38,000

The rates of pay for employees occupying or appointed to a position in the class of position of Deputy Director shall be as listed in the above schedule. All provisions of Part IV of the Pay Plan except Section P.E.C.S. 5.00 (c), (d) and (g) shall apply to these positions. Merit increase guidelines for Deputy Directors shall be as determined by the Director of Personnel.

JIM EDGAR
SECRETARY OF STATE



OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

October 7, 1982

TO: Holders of the Secretary of State, Department of Personnel Pay Plan

FROM: Christopher P. Mariades, Acting Director of Personnel

SUBJECT: Amendments to Secretary of State, Department of Personnel
Pay Plan

Enclosed are amended pages to the Secretary of State, Department of Personnel Pay Plan which include:

- Amendment to Part II, Section 2.00(a) to include an updated listing as of October 1, 1982 of those titles covered by the GSEU contract and the appropriate monthly/hourly rates.
(Pages 15, 16, 17, 20 and 21)
- Amendment to Part II, Section 4.00 to remove those Intermittent class titles from the hourly rate provisions of the Pay Plan which are covered in Part II, Section 2.00(a) effective 9-21-82.
(Page 25A)
- Addition to Part IV, Section P.E.C.S. 9.00(h)(2) to provide for the payment of sworn personnel employed by the Department of Police who are participating in the DUI Enforcement Project effective 10-1-82.
(Page 35)

If you have any questions regarding these amendments, do not hesitate to contact this office.

Enclosures

DEPOSITORY,

NOV 19 1982

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

PART II - SCHEDULE OF RATES

An employee occupying a position for which the rate of pay is determined by one of the methods enumerated below shall be paid a wage as specified.

Section 1.00 Prevailing Rate - The rate of pay for each class and work locality certified as being correct by the Director of Labor and approved by the Director of Personnel; or as established under "An Act regulating wages of laborers, mechanics and other workmen employed . . . under contract for public works. Approved June 26, 1941, as amended." The following are prevailing rate classes:

- Asbestos Worker
- Maintenance Brickmason
- Maintenance Brickmason Foreman
- Maintenance Carpenter
- Maintenance Carpenter Foreman
- Maintenance Electrician
- Maintenance Electrician Foreman
- Maintenance Laborer
- Maintenance Laborer Foreman
- Maintenance Painter
- Maintenance Painter Foreman
- Maintenance Plumber
- Maintenance Plumber Foreman
- Maintenance Steamfitter
- Maintenance Tinsmith
- Maintenance Worker - Power Plant
- Refrigeration & Air Conditioning Repairer
- Stationary Engineer
- Stationary Fireman
- Tile, Marble and Terrazzo Helper

Section 2.00 Negotiated Rate - The rate of pay for a class in any specific area or department or in a specific area for a department as established and approved by the Director of Personnel (Secretary of State, Department of Personnel) after having conducted negotiations for this purpose as provided in Section 6a(6) of the Code.

(a) The negotiated rates of pay for all permanent employees in the following classifications wherever employed in the Office of the Secretary of State shall be as indicated:

Account Clerk I	Grade 4
Account Clerk II	Grade 6
Account Technician I	Grade 9
Account Technician II	Grade 11
Accountant I	Grade 12
Accountant II	Grade 14
Accountant III	Grade 16
Bindery Operator	Grade 7
Clerk I	Grade 1
Clerk II	Grade 2
Clerk III	Grade 4
Clerk IV	Grade 7
Clerk Stenographer I	Grade 3
Clerk Stenographer II	Grade 4
Clerk Stenographer III	Grade 6
Clerk Typist I	Grade 2
Clerk Typist II	Grade 3
Clerk Typist III	Grade 5
Communications Network Controller I	Grade 8
Communications Network Controller II	Grade 10
Computer Operator I	Grade 6
Computer Operator II	Grade 9
Computer Operator III	Grade 12
Computer Operator IV	Grade 14
Computer Output Microfilm Operator I	Grade 5
Computer Output Microfilm Operator II	Grade 7
Computer Output Microfilm Operator III	Grade 9
Computer Production Controller I	Grade 6
Computer Production Controller II	Grade 9
* Computer Production Controller III	Grade 13
* Computer Production Controller IV	Grade 15
Data Input Operator I	Grade 2
Data Input Operator II	Grade 4
Data Input Operator III	Grade 5
Data Input Operator IV	Grade 7
** Driver Services Technician	Grade 11
Drivers License Hearing Officer I	Grade 14
Duplicating Machine Operator I	Grade 5
Duplicating Machine Operator II	Grade 9
*** Intermittent Clerk I	Grade 1
*** Intermittent Clerk II	Grade 2
*** Intermittent Clerk III	Grade 4
*** Intermittent Clerk Typist I	Grade 2
*** Intermittent Clerk Typist II	Grade 3
*** Intermittent Clerk Typist III	Grade 5
*** Intermittent Public Inquiry Operator	Grade 7

Methods & Procedures Advisor I	Grade 14
Methods & Procedures Advisor II	Grade 16
Methods & Procedures Advisor III	Grade 18
Microfilm Laboratory Technician I	Grade 7
Microfilm Laboratory Technician II	Grade 9
Microfilm Operator I	Grade 3
Microfilm Operator II	Grade 5
Microfilm Operator III	Grade 7
Public Inquiry Operator	Grade 7
* Safety & Financial Responsibility Hearing Officer	Grade 14
* Stores Clerk	Grade 4
* Switchboard Operator	Grade 4
Teletype Operator	Grade 7
Validating & Calculating Machine Operator I	Grade 2
Validating & Calculating Machine Operator II	Grade 4
Word Correspondence Operator I	Grade 5
Word Correspondence Operator II	Grade 7
Word Correspondence Operator III	Grade 9

*For purposes of accreting employees classified as Computer Production Controller III and IV, Drivers License Hearing Officer I, Safety & Financial Responsibility Hearing Officer, Switchboard Operator or Stores Clerks in Cook County to negotiated rates of pay provided by the current collective bargaining agreement which becomes effective July 1, 1981, incumbents will be placed at a step in the assigned pay grade which represents at least a minimum increase of \$55 per month with the employee going to the next higher step when the rate falls between steps.

** For purposes of accreting employees classified as Driver Services Technician to negotiated rates of pay provided by the current collective bargaining agreement which became effective July 1, 1981, incumbents shall be advanced to the lowest step in the negotiated pay grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of this action, a one step increase will be granted immediately.

*** For purposes of accreting employees classified as Intermittent Clerk I, II, III, Intermittent Clerk Typist I, II, III, and Intermittent Public Inquiry Operator to negotiated rates of pay, the existing monthly negotiated rates of pay for permanent full-time positions of Clerk I, II, III, Clerk Typist I, II, III and Public Inquiry Operator respectively shall be converted to hourly rates of pay.

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
PAY GRADE 1							
As of 7-1-80	657	684	713	742	772	802	829
As of 7-1-81	712	739	768	797	827	857	884
As of 7-1-82	782	809	838	867	897	927	954
Hourly	4.79	4.96	5.14	5.31	5.50	5.68	5.85
PAY GRADE 2							
As of 7-1-80	684	713	742	774	806	834	866
As of 7-1-81	739	768	797	829	861	889	921
As of 7-1-82	809	838	867	899	931	959	991
Hourly	4.96	5.14	5.31	5.51	5.71	5.88	6.08
PAY GRADE 3							
As of 7-1-80	713	742	776	808	838	873	905
As of 7-1-81	768	797	831	863	893	928	960
As of 7-1-82	838	867	901	933	963	998	1030
Hourly	5.14	5.31	5.52	5.72	5.90	6.12	6.31
PAY GRADE 4							
As of 7-1-80	742	776	809	842	877	913	947
As of 7-1-81	797	831	864	897	932	968	1002
As of 7-1-82	867	901	934	967	1002	1038	1072
Hourly	5.31	5.52	5.73	5.93	6.14	6.36	6.57
PAY GRADE 5							
As of 7-1-80	776	810	849	882	919	955	990
As of 7-1-81	831	865	904	937	974	1010	1045
As of 7-1-82	901	935	974	1007	1044	1080	1115
Hourly	5.52	5.73	5.97	6.17	6.40	6.63	6.84
PAY GRADE 6							
As of 7-1-80	810	850	885	924	963	1003	1041
As of 7-1-81	865	905	940	979	1018	1058	1096
As of 7-1-82	935	975	1010	1049	1088	1128	1166
PAY GRADE 7							
As of 7-1-80	850	890	927	970	1012	1055	1100
As of 7-1-81	905	945	982	1025	1067	1110	1155
As of 7-1-82	975	1015	1052	1095	1137	1180	1225
Hourly	5.98	6.22	6.45	6.71	6.97	7.23	7.51

(Revised 9-21-82)

Cook County

Facility Service Clerk I	In-Hire	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
As of 7-1-80	775	806	847	887	928	969	
As of 7-1-81	830	870	910	950	990	1030	
As of 7-1-82	890	930	970	1010	1050	1090	
Intermittent Fac. Serv. Cl	5.46	5.70	5.95	6.19	6.44	6.68	
Facility Service Clerk II							
As of 7-1-80		928	979	1030	1081	1132	
As of 7-1-81		930	990	1050	1110	1170	1230
As of 7-1-82		990	1050	1110	1170	1230	1290

Facility Service Representative

As of 7-1-80	1163	1214	1270
As of 7-1-81	1175	1240	1305
As of 7-1-82	1235	1300	1365

Collar County Facilities

(DuPage, Kane, Lake, McHenry and Will)

Facility Service Clerk I

As of 7-1-80	701	745	791	831			
As of 7-1-81	800	840	880	920	960	1000	
As of 7-1-82	870	910	950	990	1030	1070	
Intermittent Fac. Serv. Clerk	5.33	5.58	5.82	6.07	6.31	6.56	

Facility Service Clerk II

As of 7-1-80	831	867	908
As of 7-1-81	900	960	1020
As of 7-1-82	970	1030	1090

Facility Service Representative

As of 7-1-80	1020	1081	1148
As of 7-1-81	1070	1135	1210
As of 7-1-82	1140	1205	1280
			1275
			1345

<u>Downstate County Facilities</u>	<u>In-Hire</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Facility Service Clerk I						
As of 7-1-80	701	745	791	831		
As of 7-1-81	760	800	840	880	920	960
As of 7-1-82	830	870	910	950	990	1030
Intermittent Facility Serv. Clerk	5.09	5.33	5.58	5.82	6.07	6.31
Facility Service Clerk II						
As of 7-1-80		831	867	908		
As of 7-1-81		860	920	980	1040	1100
As of 7-1-82		930	990	1050	1110	1170
Facility Service Representative						
As of 7-1-80		1020	1081	1148		
As of 7-1-81		1060	1105	1180	1255	
As of 7-1-82		1130	1175	1250	1325	

FACILITY TITLES

Effective July 1, 1981, rates of pay for all employees occupying position titles of Facility Service Clerk I, Facility Service Clerk II and Facility Service Representative shall be advanced to the new rate in the same step as set forth in the schedule of rates.

Effective July 1, 1982, rates of pay for all employees occupying position titles of Facility Service Clerk I, Facility Service Clerk II and Facility Service Representative in downstate county facilities and the collar county (DuPage, Kane, Lake, McHenry and Will) facilities shall be increased by \$70 per month. Employees occupying these position titles in the Cook County facilities shall be increased by \$60 per month.

Employees who have completed twelve (12) months or more of creditable service at their current rate as of June 30, 1981 shall be advanced one step in the new rate schedule effective July 1, 1981. Employees who have less than twelve (12) months creditable service at their current rate as of June 30, 1981 shall be advanced one step in the new rate schedule upon completion of twelve (12) months creditable service. Thereafter, all employees will achieve the next higher step after twelve (12) months of creditable service. Such increases shall become effective on the first day of the month within which the required period of creditable service is reached.

Section 3.00 Designated Rate - The rate of pay for a specific position or class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan. Rates of pay shall be only as designated by the Secretary of State.

Executive Information Representative (Position #K3620-82-00-00-016)

	<u>Annual Salary</u>
Effective 8-1-80:	\$30,444

Section 4.00 Hourly Rate - The rate of pay for a class in any department as established and approved by the Director of Personnel where the work is of an intermittent nature and whose compensation is based on an hourly rate shall be paid in accordance with the following schedule.

Intermittent Security Guard	\$6.98
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area of assignment effective the first day of the pay period following approval.

(e) Overtime Pay - Employees in class titles which are determined to be eligible for overtime shall be paid in the following manner. Work performed in excess of the normal work schedule as established by the department but where that schedule is less than a forty (40) hour work week, shall be compensated at a straight time rate on either a cash or compensatory time off basis for all hours worked between the normal work schedule and forty (40) hours per week. Work in excess of forty (40) hours in a work week shall be compensated at time and one-half on either a cash or compensatory time off basis.

All employee overtime compensation shall be liquidated within forty-five (45) calendar days of its accumulation.

(f) Lump Sum Payment - Lump sum payment shall be provided for accrued vacation and overtime at the current base rate to those employees separated from employment under the Secretary of State Merit Employment Code. Leaves of absence and layoffs are not separations and therefore, no lump sum payment may be given. The method of computation for lump sum payment is explained in Section P.E.C.S. 12.00(a) of the Performance Evaluation Compensation System.

(g) Salary Treatment Upon Return From Leave - An employee returning from military leave, peace corps leave, vista leave, service-connected disability leave, leave to accept temporary, emergency, provisional, exempt or trainee position, or educational leave will have his/her salary established as determined by the department director and the Director of Personnel. However, in no event shall the resulting salary be lower than the minimum rate or higher than the maximum rate of the salary range. The employee's creditable service date will be maintained. An employee returning to his/her position from any

other leave of over fourteen days will be placed at the salary which the employee received prior to the leave and the creditable service date will be extended by the duration of the leave.

(h) Special Assignment Pay

(1) For employees in the following class titles, upon assignment to a position in the Department of Police, Auto Theft, and in the Department of Internal Affairs, excluding positions assigned as commander of such organizational entities, a differential of \$200 per month will be added to the base salary for the duration of the assignment. Persons presently occupying positions as outlined above shall receive the differential of \$200 per month effective November 1, 1981. This differential will not affect the creditable service date.

Investigator Trainee
Investigator
Investigator Sergeant
Investigator Lieutenant

(2) Effective October 1, 1982, for those sworn personnel from the Department of Police participating in the D.U.I. Enforcement Project during off-duty hours in the counties of Winnebago, Lake, Cook, Madison, St. Clair, Sangamon and DuPage, the rate of pay shall be \$11.00 per hour.

Section P.E.C.S. 10.00 Definitions - The following are definitions of certain terms and are for purposes of clarification as they affect the Performance Evaluation System only.

Adjustment in Salary - A change in salary to correct a previous error or oversight, or required in the best interest of the department and the Office of the Secretary of State.

Base Salary - The dollar amount of pay of an employee as determined under the provisions of the Performance Evaluation Compensation System. Base salary does not include overtime pay or deductions for time not worked.

Comparable Classes - Two or more classes that are in the same Salary Range.

Creditable Service - All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last in-range increase resulting from promotion or reallocation. Salary adjustments as provided for in Section P.E.C.S. 7.00 which are approved in the best interest of the department and the Office of the Secretary of State shall cause an employee's creditable service date to be changed to the effective date of said adjustment, unless the Director of Personnel determines such changes to be inequitable.

Demotion - The assignment for cause of an employee to a vacant position in a class in a lower salary range than the former salary range.

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ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
JULY 1, 1982

PAY PLAN
PART II-SCHEDULE OF RATES

DEPOSITORY

Section 2.00 NEGOTIATED RATE

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

C. Local #726 (HR-001) - Department of Transportation - Division of
Highways - Emergency Patrol - Northeast Region - (Cook)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Highway Maintenance Equipment Operator	\$1903	\$10.94
Highway Maintenance Lead Worker	2032	11.68
Maintenance Worker	1847	10.61

Local #726 (HR-001) - Department of Public Health - Northeast Region -
(Cook)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Worker	\$1706	\$ 9.80

Local #726 (HR-001) - Department of Transportation - Division of
Highways - Northeast Region (Cook)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Heavy Construction Equipment Operator	\$1952	\$11.22
Highway Maintenance Equipment Operator	1853	10.65
Highway Maintenance Equipment Operator (Tractor Mower)	1853	10.65
Highway Maintenance Lead Worker	1982	11.39
Highway Maintainer	1853	10.65
Laborer Maintenance	1761	10.16
Maintenance Worker	1797	10.33

Local #726 (HR-001) - Department of Children & Family Services, Labor,
Mental Health & Developmental Disabilities, Public Aid, Public Health,
Rehabilitation Services - Northeast Region - (Cook)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	\$1853	\$10.65

Local #726 (HR-001) - Department of Mental Health & Developmental
Disabilities - Northeast Region (Cook)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Grounds Supervisor	\$1739	\$ 9.99
Maintenance Worker	1706	9.80

Section 2.00 NEGOTIATED RATE

C. Local #330 (RC-020) - Departments of Central Management Services, Children & Family Services, Corrections, Labor, Mental Health & Developmental Disabilities - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	\$1836	\$10.55

Local #330 (RC-020) - Department of Transportation - Division of Highways - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Bridge Mechanic	\$1836	\$10.55
Bridge Tender	1685	9.68
Highway Maintenance Equipment Operator	1836	10.55
Highway Maintenance Lead Worker	1889	10.86
Highway Maintainer	1836	10.55
Janitor I	1690	9.71
Janitor II	1716	9.86
Labor Maintenance Lead Worker	1817	10.44
Laborer Maintenance	1738	9.99
Maintenance Worker	1772	10.18
Power Shovel Operator (Maintenance)	1851	10.64
Silk Screen Operator	1907	10.96
Watch Attendant I	1712	9.84
Watch Attendant II	1754	10.08

Local #330 (RC-020) - Department of Central Management Services - Division of Vehicles - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Janitor I	\$1690	\$ 9.71
Janitor II	1716	9.86
Maintenance Worker	1772	10.18
Watch Attendant I	1712	9.84
Watch Attendant II	1754	10.08

Local #25 (RC-019) - Department of Transportation - Division of Highways - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Lake, McHenry and Will)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Bridge Mechanic	\$1808	\$10.39
Bridge Tender	1645	9.45
Deck Hand	1658	9.53
Ferry Operator I	1808	10.39

Section 2.00 NEGOTIATED RATE

C. Local #25 (RC-019) - Department of Transportation - Division of Highways - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Lake, McHenry and Will) (CONT'D)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Ferry Operator II	\$1843	\$10.59
Highway Maintenance Equipment Operator	1808	10.39
Highway Maintenance Lead Worker	1858	10.68
Highway Maintainer	1808	10.39
Janitor I (including Office of Administration)	1663	9.56
Janitor II (including Office of Administration)	1689	9.71
Laborer Maintenance	1715	9.86
Labor Maintenance Lead Worker	1790	10.29
Maintenance Worker (incl. Office of Admin.)	1747	10.04
Power Shovel Operator (Maintenance)	1822	10.47
Silk Screen Operator	1875	10.78
Watch Attendant I (incl. Office of Admin.)	1690	9.71
Watch Attendant II (incl. Office of Admin.)	1730	9.94

Local #25 (RC-019) - Department of Central Management Services - Division of Vehicles - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Janitor I	\$1663	\$ 9.56
Janitor II	1689	9.71
Maintenance Equipment Operator (all Divisions)	1808	10.39
Maintenance Worker	1747	10.04
Watch Attendant I	1690	9.71
Watch Attendant II	1730	9.94

Local #25 (RC-019) - Department of Mental Health and Developmental Disabilities - Lincoln State School

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Laborer Maintenance	\$1715	\$ 9.86

Local #25 (RC-019) - Departments of Children & Family Services, Corrections, Labor, Law Enforcement, Mental Health and Developmental Disabilities, Public Aid, Rehabilitation Services, Veteran's Affairs - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	\$1808	\$10.39

Section 2.00 NEGOTIATED RATE

C. Local #25 (RC-019) - Department of Transportation - Division of Highways - Emergency Patrol - District #8

	<u>July 1, 1982</u>	
	<u>Mo.</u>	<u>Hr.</u>
Highway Maintenance Equipment Operator	\$1843	\$10.59
Highway Maintenance Lead Worker	1896	10.90

L. Department of Agriculture (RC-33-OCB)

Effective July 1, 1982

Meat and Poultry Inspector I	\$1364	\$1462
Meat and Poultry Inspector II	\$1432	\$1544

N. HR-12-SEIU

Effective July 1, 1982

	<u>S T E P S</u>						
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Account Technician I	1092	1133	1177	1219	1264	1307	1348
Account Technician II	1183	1233	1280	1331	1380	1428	1477
Clerk III	895	921	951	980	1008	1038	1068
Clerk IV	1017	1053	1089	1126	1163	1201	1241
Clerk V	1134	1182	1226	1273	1319	1366	1412
Clerk Typist I	870	895	921	950	978	1004	1032
Clerk Typist II	895	921	951	980	1008	1038	1068
Clerk Typist III	951	982	1016	1048	1080	1112	1144
Computer Production Controller III	1239	1292	1342	1396	1449	1502	1555
Data Input Operator III	951	982	1016	1048	1080	1112	1144
Human Rights Investigator I	1294	1348	1406	1461	1518	1576	1633
Human Rights Investigator II	1417	1483	1547	1610	1676	1739	1805
Human Rights Investigator III	1487	1556	1628	1696	1767	1838	1908
Human Rights Specialist I	1294	1348	1406	1461	1518	1576	1633
Human Rights Specialist II	1417	1483	1547	1610	1676	1739	1805
Secretary II	1239	1292	1342	1396	1449	1502	1555
Technical Advisor II	1645	1726	1805	1886	1965	2042	2122
Technical Advisor III	1936	2035	2133	2233	2333	2430	2532

PAY PLAN
PART II-SCHEDULE OF RATES

Section 2.00 NEGOTIATED RATE

O. Salary Schedule - Educator - Illinois School for the Deaf -
Academic Year 1982-1983

(Effective August 1, 1982)

	<u>Lane 1</u>	<u>Lane 2</u>	<u>Lane 3</u>	<u>Lane 4</u>	<u>Lane 5</u>	<u>Lane 6</u>	<u>Lane 7</u>
	VALID APPROPRIATE TEACHING CERTIFICATE AND						
<u>Step</u>	<u>B. A.</u>	<u>B. A. + 8 hours</u>	<u>B. A. + 16 hours</u>	<u>B. A. + 24 hours</u>	<u>M. A.</u>	<u>M. A. + 16 hours</u>	<u>M. A. + 32 hours</u>
1	13,997	14,458	14,861	15,278	15,745	16,120	16,611
2	14,812	15,267	15,737	16,196	16,668	17,050	17,544
3	15,612	16,109	16,622	17,113	17,603	17,992	18,495
4	16,409	16,949	17,492	18,025	18,559	18,954	19,465
5	17,251	17,822	18,332	18,958	19,525	19,927	20,445
6	18,055	18,667	19,259	19,866	20,451	20,857	21,381
7	19,201	19,837	20,489	21,158	21,792	22,219	22,768

Section 3.00 PART-TIME DAILY OR HOURLY SPECIAL SERVICES RATE

RATE CHANGE -- Hearings Referee \$75 to ~~\$175~~ \$200 Eff. 7-1-82
INSERT ----- Hearing and Speech Specialist III \$15 to \$30 (per hour) Eff. 7-1-82

Section 8.00 DESIGNATED RATE

Department of Central Management Services

INSERT ----- Administrative Services Program Executive Annual Salary
(Pos. No. 00580-37-09-000-00-01) \$49,632 Eff. 7-1-82

Department of Nuclear Safety

CORRECTION --- Nuclear Engineer III (Pos. No. ~~13173~~ 29003-43-00-000-00-01)

Section 9.00 OUT OF STATE OR FOREIGN SERVICE RATE

<u>Title</u>	<u>Range</u>	
Account Technician I (New Jersey/Texas/California/Ohio)	\$1163 --- 1435	\$1256 - 1550
Clerk Typist I (Foreign Service)	637---897	688 - 969
Clerk Typist III (New Jersey/Texas/California/Ohio)	1013 --- 1218	1094 - 1316
Secretary I (New Jersey/Texas/California/Ohio)	1163 --- 1435	1256 - 1550

(Range changes effective July 1, 1982)

* * * * *

Add to your listing of Titles Eligible for Overtime issued August 3, 1981:

Property and Supply Clerk III

Time and one-half Overtime

<u>Spec</u>	<u>Position</u>	<u>EEOC CODE CHANGES</u>
<u>Code</u>	<u>Code</u>	<u>Effective June 28, 1982</u>

0571	11041	Dangerous Drugs Specialist I	Changed from 1 to 2
0572	11042	Dangerous Drugs Specialist II	Changed from 1 to 2
0573	11043	Dangerous Drugs Specialist III	Changed from 1 to 2

Transmittal #9
July 6, 1982
Bureau of Personnel
Division of Technical Services
Standards and Pay Section

351.1
I 2637pa

1982
Aug. 10

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
JULY 16, 1982

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

DEPOSITORY

FROM: TO: PROCESSED CODES:

Spec Code	Pos. Code	Sal. Gr.	ABOLISHED CLASSES Effective July 16, 1982	Spec Code	Pos. Code	EEOC Code	Sal. Gr.	
0626	39862	MC 05	Security and Fraud Investigator II					A
0627	39863	MC 09	Security and Fraud Investigator III					A
7715	42325	SG 10	State Services Representative					A
7716	42327	SG 10	State Services Representative - Spanish					A

REVISED CLASSES
Effective July 16, 1982

0111	00501	MC 04	Administrative Assistant I					C
0112	00502	MC 06	Administrative Assistant II					C
0113	00503	MC 09	Administrative Assistant III					C
0114	00504	MC 12	Administrative Assistant IV					C
7747	01901	MC 10	Assistant Guardianship					C
			Administrator I					
7748	01902	MC 12	Assistant Guardianship					C
			Administrator II					
7671	06701	SG 05	Case Service Coordinator I					C
			RC-14					
7672	06702	SG 07	Case Service Coordinator II					C
			RC-14					
7673	06703	SG 09	Case Service Coordinator III					C
			RC-14					
7107	07176	RC-9	Child Care Service Worker Assoc					C
7108	07177	RC-9	Child Care Service Worker I					C
7109	07178	RC-9	Child Care Service Worker II					C
0091	08051	SG 01	Clerk I					C
			RC-14					
			PT					
0092	08052	SG 02	Clerk II					C
			RC-14					
			PT					

FROM:

TO:

PROCESSED CODES:

<u>Spec Code</u>	<u>Pos. Code</u>	<u>Sal. Gr.</u>	<u>REVISED CLASSES Effective July 16, 1982</u>	<u>Spec Code</u>	<u>Pos. Code</u>	<u>EEOC Code</u>	<u>Sal. Gr.</u>
0093	08053	SG 04 RC-14 HR-12 PT	Clerk III				C
0094	08054	SG 07 RC-14 HR-12	Clerk IV				C
0095	08055	SG 10 HR-12	Clerk V				C
0011	08201	SG 02 RC-14 HR-12 FS PT	Clerk Typist I				C
0012	08202	SG 03 RC-14 HR-12 PT	Clerk Typist II				C
0013	08203	SG 05 RC-14 HR-12 OSR	Clerk Typist III				C
7091	09827	RC-27	Corrections Parole Agent I				C
7092	09828	RC-27	Corrections Parole Agent II				C
7093	09829	RC-27	Corrections Parole Agent III				C
7121	09837	RC-6	Corrections Residence Counselor I				C
1898	13621	SG 11 RC-27	Employment Security Manpower Representative I				C
1899	13622	SG 13 RC-27	Employment Security Manpower Representative II				C
1900	13623	SG 15 RC-27	Employment Security Manpower Representative III				C
1896	13631	SG 06 RC-28	Employment Security Manpower Technician I				C

FROM:

TO:

PROCESSED CODES:

<u>Spec</u> <u>Code</u>	<u>Pos.</u> <u>Code</u>	<u>Sal.</u> <u>Gr.</u>	<u>REVISED CLASSES</u> <u>Effective July 16, 1982</u>	<u>Spec</u> <u>Code</u>	<u>Pos.</u> <u>Code</u>	<u>EEOC</u> <u>Code</u>	<u>Sal.</u> <u>Gr.</u>
1897	13632	SG 08	Employment Security Manpower				C
		RC-28	Technician II				
0131	13851	MC 05	Executive I				C
0132	13852	MC 07	Executive II				C
1979	21689	RC-27	Intermittent Unemployment Insurance Representative				C
1977	21690	RC-28	Intermittent Unemployment Insurance Technician				C
0521	21691	MC 04	Internal Security Investigator I				C
0522	21692	MC 07	Internal Security Investigator II				C
0523	21693	MC 10	Internal Security Investigator III				C
0524	21694	MC 12	Internal Security Investigator IV				C
6671	23551	RC-9	Internal Security Investigator I				C
		RC-28	Licensed Practical Nurse I				
6672	23552	RC-9	Licensed Practical Nurse II				C
		RC-28					
6647	27011	RC-9	Mental Health Technician I				C
6648	27012	RC-9	Mental Health Technician II				C
6649	27013	RC-9	Mental Health Technician III				C
6651	27015	RC-9	Mental Health Technician V				C
1591	31571	MC 05	Personnel Analyst I				C
1592	31572	MC 08	Personnel Analyst II				C
1587	31631	MC 01	Personnel Technician I				C
1588	31632	MC 03	Personnel Technician II				C
7881	35811	SG 06	Public Aid Caseworker I				C
		RC-28					
7882	35812	SG 09	Public Aid Caseworker II				C
		RC-28					
7883	35813	SG 12	Public Aid Caseworker III				C
		RC-27					
7884	35814	SG 14	Public Aid Caseworker IV				C
		RC-27					
7885	35815	SG 15	Public Aid Caseworker V				C
		RC-27					

FROM:

TO:

PROCESSED CODES:

<u>Spec</u> <u>Code</u>	<u>Pos.</u> <u>Code</u>	<u>Sal.</u> <u>Gr.</u>	<u>REVISED CLASSES</u> <u>Effective July 16, 1982</u>	<u>Spec</u> <u>Code</u>	<u>Pos.</u> <u>Code</u>	<u>EEOC</u> <u>Code</u>	<u>Sal.</u> <u>Gr.</u>	
7886	35816	MC 05	Public Aid Caseworker VI					C
7887	35817	MC 06	Public Aid Caseworker VII					C
5951	36611	SG 14	Public Health Program Specialist I					C
		RC-27						
5952	36612	SG 16	Public Health Program Specialist II					C
		RC-27						
7451	38151	SG 13	Rehabilitation Counselor I					C
		RC-27						
7452	38152	SG 15	Rehabilitation Counselor II					C
		RC-27						
7453	38153	SG 17	Rehabilitation Counselor III					C
		RC-27						
7467	38155	SG 09	Rehabilitation Counselor Aide I					C
		RC-28						
7468	38156	SG 11	Rehabilitation Counselor Aide II					C
		RC-28						
7451	38181	MC 09	Rehabilitation Services Supv I					C
7624	41295	SG 11	Social Service Community Planner					C
		RC-28						
7625	41311	SG 14	Social Service Program Planner I					C
		RC-27						
7626	41312	SG 16	Social Service Program Planner II					C
		RC-27						
7627	41313	MC 07	Social Service Program Planner III					C
7628	41314	MC 09	Social Service Program Planner IV					C
7631	41401	SG 13	Social Worker I					C
		RC-27						
7632	41402	SG 15	Social Worker II					C
		RC-27						
		PT						
7633	41403	SG 16	Social Worker III					C
		RC-27						
		PT						

FROM:

TO:

PROCESSED CODES:

REVISED CLASSES							
<u>Spec</u>	<u>Pos.</u>	<u>Sal.</u>	<u>Effective July 16, 1982</u>	<u>Spec</u>	<u>Pos.</u>	<u>EEOC</u>	<u>Sal.</u>
<u>Code</u>	<u>Code</u>	<u>Gr.</u>		<u>Code</u>	<u>Code</u>	<u>Code</u>	<u>Gr.</u>
7634	41404	SG 18	Social Worker IV			C	
		RC-27					
7382	43662	MC 11	Supervising Psychologist II			C	
7641	43671	MC 07	Supervising Social Worker I			C	
7642	43672	MC 08	Supervising Social Worker II			C	
1521	44401	SG 02	Switchboard Operator I			C	
		RC-14					
1522	44402	SG 04	Switchboard Operator II			C	
		RC-14					
1523	44403	SG 06	Switchboard Operator III			C	
1984	47071	SG 11	Unemployment Insurance Claims Supervisor I			C	
1981	47061	SG 06	Unemployment Insurance Claims Technician I			C	
		RC-28					
1982	47062	SG 08	Unemployment Insurance Claims Technician II			C	
		RC-28					
1983	47063	SG 09	Unemployment Insurance Claims Technician III			C	
		RC-28					
1961	47081	SG 11	Unemployment Insurance Rep I			C	
		RC-27					
1962	47082	SG 13	Unemployment Insurance Rep II			C	
		RC-27					
1963	47083	SG 15	Unemployment Insurance Rep III			C	
		RC-27					

NOTE: A study of all positions subject to the Personnel Code reported as requiring bilingual speaking and/or writing abilities has been completed. Pursuant to the Civil Service Commission's directive, the above list of class titles have a bilingual option statement located under the Desirable Requirements section of the class specification. The bilingual option statement will read thus: "In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals."

PAY PLAN
PART II-SCHEDULE OF RATES

Section 8.00 DESIGNATED RATE

Department of Central Management Services

INSERT ----- Administrative Services Program Executive
(Pos. No. 00580-37-20-000-00-01)

Annual Salary
\$50,000

Eff. 07-16-82

IN-HIRING RATES

<u>Title</u>	<u>In-Hiring Salary</u>	<u>Effective Date</u>
Accounting and Fiscal Administration Career Trainee (Step 3)	\$ 1,342	07-01-82
Correctional Officer (Step 2)	1,332	07-01-82
Correctional Officer Trainee (Step 4)	1,219	07-01-82
Environmental Engineer I	1,550	12-01-81
Environmental Engineer II	1,650	12-01-81
Environmental Protection Engineer I	1,550	05-16-81
Environmental Protection Engineer II	1,650	05-16-81

Transmittal #10
July 20, 1982
Bureau of Personnel
Division of Technical Services
Standards and Pay Section

IL 63702
1982
Sup. 11

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
AUGUST 1, 1982

DEPOSITORY
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

FROM: TO: PROCESSED CODES:

<u>Spec Code</u>	<u>Pos. Code</u>	<u>Sal. Gr.</u>	<u>REVISED CLASSES Effective August 1, 1982</u>	<u>Spec Code</u>	<u>Pos. Code</u>	<u>EEOC Code</u>	<u>Sal. Gr.</u>
3340	26370	MC 11	Medical Center Chief Engineer				C
0107	35700	TR	Public Administration Intern				C
0173	00118	SG 07	Account Technician Trainee				C
1350	00600	SG 02	Administrative Service Worker Tr				C
0168	00140	SG 12	Accounting and Fiscal Administration Career Trainee				C
1794	01255	SG 12	Appraisal Specialist Trainee				C
7670	06705	SG 03	Case Service Coordinator Trainee				C
7106	07179	SG 04	Child Care Service Worker Trainee				C
0009	08050	TR	Clerical Trainee				C
0452	08956	SG 10	Compliance Officer Trainee				C
1694	09005	TR	Computer Systems Software Specialist Trainee				C
8415	09359	SG 11	Conservation Police Officer Trainee				C
0637	10235	SG 14	Criminal Justice Specialist Trainee				C
1675	11425	SG 14	Data Processing Analyst Trainee				C
0046	13167	SG 12	Elections Specialist Trainee				C
0876	14978	SG 13	Financial Institutions Examiner Trainee				C
0600	15209	SG 05	Fingerprint Technician Trainee				C
0110	17325	SG 12	Governmental Career Trainee				C
0103	17330	TR	Governmental Services Worker Trainee				C
6305	18165	SG 10	Health Physics Technician Trainee				C
2307	18263	SG 04	Hearing and Speech Technician Trainee, Option A				C
2307	18264	SG 08	Hearing and Speech Technician Trainee, Option B				C
7720	19786	SG 12	Human Services Consultant Trainee				C

(A number of trainee titles have been revised to indicate a typical training program duration range of from six to twelve months. This range conforms with department policy and currently established training programs.)

PROCESSED CODES:

FROM:

TO:

Spec Code	Pos. Code	Sal. Gr.	REVISED CLASSES Effective August 1, 1982	Spec Code	Pos. Code	EEOC Code	Sal. Gr.
0060	21125	SG 10	Industrial Services Consultant Trainee				C
0940	21566	SG 07	Insurance Analyst Trainee				C
7680	22856	SG 12	Labor Relations Administrator Trainee				C
6140	23600	SG 12	Life Science Career Trainee				C
6927	26063	SG 10	Meat and Poultry Inspector Trainee				C
0206	26817	SG 15	Mental Health Administrator Trainee				C
7495	26914	SG 13	Mental Health Rehabilitation Extern				C
7664	26928	SG 11	Mental Health Specialist Trainee				C
6644	27021	SG 03	Mental Health Technician Trainee I				C
6645	27022	SG 08	Mental Health Technician Trainee II				C
1658	27137	SG 09	Methods and Procedures Career Associate Trainee				C
5265	32985	SG 09	Police Officer Trainee				C
1670	34705	SG 06	Programmer Trainee				C
7466	38157	SG 07	Rehabilitation Counselor Aide Trainee				C
2350	38187	SG 12	Rehabilitation Teacher Trainee				C
6835	38191	SG 05	Rehabilitation Workshop Instructor Trainee				C
6760	39905	SG 09	Security Therapy Aide Trainee				C
6880	41320	SG 12	Social Services Career Trainee				C
0630	41717	SG 14	Special Agent Trainee				C
0220	44818	SG 06	Tax Examiner Trainee				C
3518	45302	SG 11	Telecommunications Field Advisor Trainee				C

Transmittal #11
August 2, 1982
Bureau of Personnel
Division of Technical Services
Standards and Pay Section

351.1
I 16.37 pa

1982
Aug 12

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
SEPTEMBER 1, 1982

DEFINITION
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

FROM: PROCESSED CODES: TO:

Spec Code	Pos. Code	Sal. Gr.	ABOLISHED CLASSES Effective Sept. 1, 1982	Spec Code	Pos. Code	EEOC Code	Sal. Gr.	NEW CLASS Effective Sept. 1, 1982
7089	08930	SG 18	Community Services Consultant	0183	38410	1	MC 16	Revenue Deputy Director
7084	08931	RC-27	Community Services Supervisor I					
7085	08932	MC 05	Community Services Supervisor II					
7086	08933	MC 07	Community Services Supervisor III					
7087	08934	MC 09	Community Services Supervisor IV					
7081	08941	MC 12	Community Services Supervisor I					
		SG 09	Community Services Worker I					
		RC-28						
7082	08942	SG 11	Community Services Worker II					
		RC-28						
7083	08943	SG 14	Community Services Worker III					
		RC-27						
7755	49300	SG 15	Welfare Administrative Intern, Option B					

REVISED CLASS
Effective Sept. 1, 1982

7755	49299	SG 13	Welfare Administrative Intern, —→	7755	49299	2	SG13	Welfare Administrative Intern
			Option A					

EEOC CODE CHANGE
Effective Sept. 1, 1982

6135 18159 Health Physicist V From 3 to 2

PAY PLAN
PART II - SCHEDULE OF RATES

Section 8.00 DESIGNATED RATE

Department of Law Enforcement

RATE CHANGE -- Law Enforcement Program Executive
(Pos. No. 23250-21-70-000-00-01)

Annual Salary
~~\$39,966~~
41,958

Eff. August 1, 1982

Department of Public Aid

DELETE ----- Administrative Assistant IV
(Pos. No. 00504-33-00-000-20-51)

Annual Salary
\$35,000

Eff. August 16, 1982

Delete from your listing of titles eligible for overtime issued August 3, 1981:

Community Services Supervisor I

Straight-time Overtime

Transmittal #12
September 2, 1982
Bureau of Personnel
Division of Technical Services
Standards and Pay Section

Transmittal #13
October 1, 1982
Bureau of Personnel
Division of Technical Services
Test Development, Standards and Pay Section

IL 637pa
1982
Aug. 14

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
OCTOBER 15, 1982

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

PROCESS CODES:

FROM:

TO:

Spec Pos. Sal. REVISED CLASS
Code Code Gr. Effective October 15, 1982

Spec Pos. EEOC Sal. NEW CLASS
Code Code Code Gr. Effective October 15, 1982

2000 13100 RC-27 Educator

C

8325 27145 MC 06 Metrologist

A

8324 27146 3 SG 12 Metrologist Associate

D

IN-HIRING RATES

Title

In-Hiring Salary

Effective Date

Civil Engineer I

\$1,550

10-16-82

Civil Engineer II

\$1,650

10-16-82

Add to your listing of titles eligible for overtime issued August 3, 1981:

Metrologist Associate

Time and Half Overtime

Transmittal #14
October 15, 1982
Bureau of Personnel
Division of Technical Services
Test Development, Standards and Pay Section

351.1
IL637 PA

ERRATA FOR TRANSMITTAL #1
PAY PLAN REVISION

ATTACHED ARE CORRECTED COPIES OF CLASS SPECIFICATIONS FORWARDED TO YOU WITH "TRANSMITTAL #1-1981". PLEASE DISCARD THOSE ORIGINALLY RECEIVED AND RETAIN THE ATTACHED FOR YOUR FILES.

DISTINGUISHING FEATURES OF T

Under direct supervision, for a period not to exceed twelve months, receives orientation and training in the functions of the Office of the Secretary of State and State Government; performs limited assignments of a research or administrative nature as requested by the operating manager.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation and training in the programs, operating procedures and nature of the functions of the Office of the Secretary of State and State Government in general.
2. Participates and attends counseling sessions, seminars and presentations pertaining to State Government and the Office of the Secretary of State designed to enhance knowledges of the subject matter.
3. Performs limited assignments as requested by the operating manager in the area of assignment; performs research or handles administrative details.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires recent graduation from a college or university.

Knowledges, Skills and Abilities

Requires elementary knowledge of the basic structure of Government in the United States.

Requires working knowledge of business English, spelling and mathematics.

Requires ability to profit from formalized and on-the-job orientation and training.

Requires ability to communicate effectively both orally and in writing.

Requires ability to apply knowledges gained to limited work assignments of an administrative nature.

EXAMINATION INFORMATION

Agency-selected.

Approved by the Secretary of State Merit Commission - March 10, 1981

Effective - March 16, 1981

DEPOSITED
JUL 7 1981
UNIV. OF IL LIBRARY
AT URBANA-CHAMPAIGN

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

PUBLIC SERVICE INTERN

Position Code: K7407

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation and training in the programs, operating procedures and nature of the functions of the Office of the Secretary of State and State Government in general.
2. Participates and attends counseling sessions, seminars and presentations pertaining to State Government and the Office of the Secretary of State designed to enhance knowledges of the subject matter.
3. Performs limited assignments as requested by the operating manager in the area of assignment; performs research or handles administrative details.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires recent graduation from a college or university.

Knowledges, Skills and Abilities

Requires elementary knowledge of the basic structure of Government in the United States.

Requires working knowledge of business English, spelling and mathematics.

Requires ability to profit from formalized and on-the-job orientation and training.

Requires ability to communicate effectively both orally and in writing.

Requires ability to apply knowledges gained to limited work assignments of an administrative nature.

EXAMINATION INFORMATION

Agency-selected.

Approved by the Secretary of State Merit Commission - March 10, 1981

Effective - March 16, 1981

DEPOSITION
JUL 7 1981
UNIV. OF IL LIBRARY
AT URBANA-CHAMPAIGN

OFFICE OF THE SECRETARY OF STATE

DEPARTMENT OF PERSONNEL

PUBLIC INQUIRY OPERATOR

Position Code: K7370

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, furnishes the public with information and guidance pertaining to a wide variety of complex policies and procedures pertaining to the Office of the Secretary of State; assembles and records information thoroughly and quickly; maintains a high degree of decision-making in stress situations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Answers all incoming local and long distance calls on the 800 Line; confers with caller to determine nature and complexity of inquiry.
2. Verifies information by use of CRT, Microfiche, Microfilm and other office equipment; specifies to caller what current records indicate and yields direction to expedite resolution of problem by providing proper procedures; makes indepent decisions pursuant to policy.
3. Assists callers with information regarding inquiries pertaining to Driving Records, Corporations, Vehicle Titles and Transfers, Notary Public, Vanity Plates, and any other information requested that comes under the jurisdiction of the Secretary of State.
4. Prepares worksheets from transmitted information that must be corrected within the Office of the Secretary of State; distributes the material in writing to the proper Secretary of State division for processing; mails proper forms to the public giving guidance as to the proper procedure for completing.
5. Answers calls pertaining to a variety of topics not related to the Office of the Secretary of State policies and procedures; advises the public of proper number to call to resolve problem.
6. Records all calls by topic of inquiry.
7. Performs other duties as required or assigned.

PUBLIC INQUIRY OPERATOR (Cont.)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires successful completion of the Public Inquiry Operator Trainee course or equivalent training and experience.

Knowledges, Skills and Abilities

Requires thorough knowledge of telephone etiquette.

Requires working knowledge of office machines, such as; CRT, Microfiche, Microfilm and others as required.

Requires elementary knowledge of public relations.

Requires the ability to communicate with the public on a one-to-one basis.

Requires the ability to maintain good working relationships with other employees.

Requires the ability to operate in an independent manner.

Requires the ability to work under stress situations.

Requires the ability to obtain operational records and give information from these sources.

Requires the ability to retain pertinent Secretary of State policies and procedures.

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: One Year

Salary Range: Minimum - \$752 Maximum - \$944

NR Minimum - \$850 Maximum - \$1,100

Approved by the Secretary of State Merit Commission - March 10, 1981

Effective - March 10, 1981

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

COMPUTER SYSTEMS SOFTWARE SPECIALIST III

Position Code: K2403

DISTINGUISHING FEATURES OF THE CLASS

Under direction, as a specialist and senior software technician; plans, implements and facilitates complex technical interface functions between systems programs and the data processing hardware to determine the most effective methods of software installation and modification in a major phase of the software function; serves as project or team leader for software installation, modification, and maintenance in the area of assignment.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts large-scale complex computer software implementation duties relative to the interface functions between systems programs and the data processing hardware.
2. Provides software development program consultative services to users, data processing management and systems analysis staff.
3. Performs large-scale computer systems generation or implementation of vendor supplied software, in one or more major software phases such as multiprogrammed multiprocessing operating systems with extensive teleprocessing or extensive remote job entry; implements extensive custom software to fulfill unique user requirements.
4. Performs extensive maintenance of large computer systems on software of vendor or custom origin; prepares complex custom software.
5. Performs systems tuning and measurement functions of large scope to improve performance of the operating system and other software systems to achieve optimum utilization of the computer hardware.
6. Coordinates applied research projects of software development which will facilitate the evolution from the existing technology to the next generation of computer systems.
7. Reviews new vendor software releases for applicability to existing software routines; makes recommendations on the necessity or desirability of utilizing new software releases or portions thereof.
8. Prepares comprehensive documentation of system innovations.
9. Performs other duties as required or assigned.

COMPUTER SYSTEMS SOFTWARE SPECIALIST III (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to successful completion of four years college, preferably with a major in computer science or mathematics, statistics or accounting, and three years of progressively responsible professional experience in technical software programming, such as operating system control programs, teleprocessing control programs and similar techniques, or four years of progressively responsible professional software experience in the installation, modification and adaption of vendor-supplied or custom software, one of which can be gained by completion of an agency-approved training program.

Knowledges, Skills and Abilities

Requires thorough knowledge of the theory and functions of computer systems, machine logic, storage and number systems.

Requires thorough knowledge of computer and communications hardware capabilities in relation to specific data processing requirements.

Requires thorough knowledge of vendor supplied software and operating systems and communications support for large computer systems.

Requires extensive knowledge of data processing systems including the analysis, design and control of information and the advantage of computer communication as well as information management systems.

Requires ability to establish and maintain satisfactory public contacts and working relationships with agency officials, vendors and other outside organizational representatives.

Requires ability to conduct extensive software research projects and makes appropriate revisions to the system.

Requires ability to coordinate the activities of programming and systems analysts to accomplish the desired improvements in the software program.

EXAMINATION INFORMATION

Tests and Weights:	Education and Experience, 100%
Length of Eligibility:	1 year
Salary Range:	Minimum - \$1,431 Maximum - \$2,328

Approved by the Secretary of State's Merit Commission - March 10, 1981

Effective - March 16, 1981

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

MAINTENANCE PLUMBER FOREMAN

Position Code: K5520

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs plumbing work at the level of master craftsman; assigns, directs and checks the work of a group of journeymen in all phases of plumbing and steamfitting.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assigns journeymen to trade tasks in the repair, maintenance, construction or alteration of all plumbing and heating problems.
2. Directs the work of craftsmen in a well equipped shop.
3. Makes estimates of materials needed and time allotments for completion of jobs.
4. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school and five years experience as a journeyman plumber.

Knowledges, Skills and Abilities

Requires extensive knowledge of all tools, materials, methods, practices and hazards of the trade.

Requires ability to direct journeymen plumbers and fitters.

Requires ability to perform all tasks usually associated with journeymen plumbers and fitters.

Requires ability to interpret work plans.

Requires ability to arithmetical computations and estimations of materials needed.

Approved by the Secretary of State Merit Commission - April 14, 1981

Effective - April 16, 1981

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

TRANSMITTAL #2 - 1981

SUBJECT: Amendments to Classification Plan, Pay Plan, Schedule of
Salary Grades, Alphabetic Index of Position Titles and
Examination Information

NEW CLASS

<u>Position Code</u>	<u>Position Title</u>	<u>Salary Grade</u>	<u>Approved</u>	<u>Effective</u>
K5520	Maintenance Plumber Foreman	PR	4-14-81	4-16-81

351.1
IX 6379A
Sup.

STATE OF ILLINOIS
DEPARTMENT OF PERSONNEL

FROM: Louis J. Giordano
Acting Director
Department of Personnel
503 Wm. G. Stratton Building
Springfield, Illinois 62706

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE JULY 16, 1981

By action of the Illinois Civil Service Commission on July 16, 1981, the interim approval of the revision to the Fingerprint Technician Series on July 1, 1981, was rescinded. This action serves to restore the Fingerprint Technician III as if the title had not been abolished. And consequently, the establishment of the Fingerprint Technician Supervisor I and II has been removed.

Spec Code	Pos. Code	Sal. Gr.	Title	Effective Date
0601	15201	RC-29	Fingerprint Technician I	11-01-65
0602	15202	RC-29	Fingerprint Technician II	01-01-74
0603	15203	RC-29	Fingerprint Technician III	11-01-70
0600	15209	SG 05	Fingerprint Technician Trainee	12-01-70

THE LIBRARY OF THE
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UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

PAY PLAN
PART II-SCHEDULE OF RATES

<u>Department of Agriculture (RC-33-OCB)</u>	
	<u>Effective 7/1/81</u>
Meat and Poultry Inspector I	\$1263
Meat and Poultry Inspector II	1326
	\$1354
	1430

Section 8.00	<u>DESIGNATED RATE</u>		<u>Annual Salary</u>	
		<u>Department of Commerce and Community Affairs</u>		
INSERT -----		Executive V (Pos. No. 13855-42-00-000-06-01)	<u>\$44,000</u>	Eff. 7/1/81
DELETE -----		Executive V (Pos. No. 13855-42-00-000-01-01)	<u>\$40,000</u>	

Transmittal #12
July 17, 1981
Standards & Pay Section

STATE OF ILLINOIS
DEPARTMENT OF PERSONNEL

DEPOSITORY

SEP 21 1981
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN
EEOC Code

FROM: Louis J. Giordano
Director

Department of Personnel
503 Wm. G. Stratton Building
Springfield, Illinois 62706

1 = Administrative
2 = Professional

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE SEPTEMBER 1, 1981

FROM:

TO:

PROCESSED BY:

Spec Pos. Sal. ABOLITIONS
Code Code Gr. Effective September 1, 1981

Spec Pos. EEOC Sal. NEW CLASSES
Code Code Code Gr. Effective September 1, 1981

0700 01520 RC-29 Arson Investigator
0711 12300 RC-29 Deputy Fire Marshal
0712 43549 SG 15 Supervising Deputy Fire
Marshal

3611 29001 2 MC 04 Nuclear Engineer I Field Office
3612 29002 2 MC 06 Nuclear Engineer II
3613 29003 2 MC 08 Nuclear Engineer III
3614 29004 2 MC 10 Nuclear Engineer IV
3615 29005 2 MC 12 Nuclear Engineer V
3620 29015 1 MC 14 Nuclear Safety Executive
3601 29021 2 MC 03 Nuclear Safety Specialist I
3602 29022 2 MC 05 Nuclear Safety Specialist II
3603 29023 2 MC 08 Nuclear Safety Specialist III
3604 29024 2 MC 10 Nuclear Safety Specialist IV
3605 29025 2 MC 12 Nuclear Safety Specialist V

REVISED CLASSES
Effective September 1, 1981

6132 18156 SG 17 Health Physicist II
RC-27
6133 18157 MC 08 Health Physicist III
6134 18158 MC 10 Health Physicist IV
6135 18159 MC 12 Health Physicist V
3064 13174 MC 10 Electrical Engineer IV

PAY PLAN
PART II-SCHEDULE OF RATES

Section 8.00	<u>DESIGNATED RATE</u>		
		<u>Department of Public Health</u>	
DELETE	----	Environmental Control Engineer III (Pos.No. 13743-20-56-030-00-03)	<u>Annual Salary</u> \$31,000
DELETE	----	Environmental Control Engineer III (Pos.No. 13743-20-56-020-00-01)	<u>Annual Salary</u> \$34,125
DELETE	----	Environmental Control Engineer III (Pos.No. 13743-20-56-030-00-01)	<u>Annual Salary</u> \$33,000
DELETE	----	Health Physicist III (Pos.No. 18157-20-56-010-00-01)	<u>Annual Salary</u> \$27,500
		<u>Department of Nuclear Safety</u>	
INSERT	----	Environmental Control Engineer III (Pos.No. 13743-43-10-000-00-02)	<u>Annual Salary</u> \$33,000 (Eff. 8/16/81)

Transmittal #15
September 2, 1981
Standards & Pay Section

351.1
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1981
589.

State of Illinois
DEPARTMENT OF PERSONNEL

FROM: Louis J. Giordano
Acting Director
Department of Personnel
503 Wm. G. Stratton Building
Springfield, Illinois 62706

DEPOSITION
JUL 7 1981
UNIVERSITY OF ILLINOIS LIBRARY
SPRINGFIELD CAMPUS

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE MAY 16, 1981

EEOC CODES
2 = Professional
3 = Technician

FROM:

TO:

PROCESSED BY:

Spec Code	Pos. Code	Sal. Gr.	ABOLISHED CLASSES Effective May 16, 1981	Spec Code	Pos. Code	EEOC Code	Sal. Gr.	NEW CLASSES Effective May 16, 1981
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0461	23561	RC-29	Licensing Specialist I	→	0461	23568	3	RC-29 Licensing Assistant	Central Office
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\$0867	0898	0928	0961	0992	1025	1059		
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0462	23562	RC-29	Licensing Specialist II	→	0462	23569	3	RC-29 Licensing Inspector	Field Office
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\$1009	1052	1092	1136	1178	1219	1262		
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0463	23563	RC-29	Licensing Specialist III	→	0463	23571	3	RC-29 Licensing Investigator I	Central Office
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\$1104	1151	1201	1248	1297	1346	1395		
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0464	23564	MC 03	Licensing Specialist IV	→	0464	23572	3	SG 14 Licensing Investigator II	Field Office
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0465	23565	MC 05	Licensing Specialist V	→	0465	23575	2	MC 05 Licensing Supervisor	Central Office
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0466	23566	MC 07	Licensing Specialist VI	→					Field Office
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ADDITION, HR-12
Effective July 1, 1980

0172	00116	SG 11	Account Technician II		1141	1183	1224	1267)
		HR-12						
		RC-14						
		OSR						

IN-HIRING RATES

TITLE

IN-HIRING SALARY

EFFECTIVE DATE

Environmental Control Engineer I	\$1,550	5-16-81
Environmental Control Engineer II	1,650	5-16-81
Environmental Protection Engineer I	1,550	5-16-81
Environmental Protection Engineer II	1,650	5-16-81

PAY PLAN
PART II-SCHEDULE OF RATES

Section 3.00 PART-TIME DAILY OR HOURLY SPECIAL SERVICES RATE

Clerk I	\$3.50 to \$4.00 (per hour)	
Clerk II	\$4.00 to \$4.50 (per hour)	
Clerk III	\$4.50 to \$5.25 (per hour)	Effective
Clerk Typist I	\$4.00 to \$4.50 (per hour)	5-16-81
Clerk Typist II	\$4.25 to \$5.00 (per hour)	
Maintenance Worker	\$3.50 to \$5.00 (per hour)	
Student Worker	\$3.35 to \$5.46 (per hour)	

State of Illinois
DEPARTMENT OF PERSONNEL

FROM: Louis J. Giordano

Louis J. Giordano
Acting Director
Department of Personnel
503 Wm. G. Stratton Building
Springfield, Illinois 62706

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE MAY 1, 1981

FROM:

TO:

PROCESSED BY:

EEOC CODE:
2 = Professional

DEPOSITORY
JUL 7 1981
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- URBANA-CHAMPAIGN

Spec Code	Pos. Code	Sal. Gr.	ABOLISHED CLASSES <u>Effective May 1, 1981</u>	Spec Code	Pos. Code	EEOC Code	Sal. Gr.	NEW CLASS <u>Effective May 1, 1981</u>	
5391	15801	RC-6 RC-9	Food Service Supervisor I	0900	00187	2	MC 05	Actuarial Assistant	Field Office
5392	15802	RC-6 RC-9	Food Service Supervisor II						

FROM:

TO:

Spec Code	Pos. Code	Sal. Grd.	SALARY GRADE CHANGE Effective 2/21/80	Sal. Grd.
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2083 47683 SG 19/RC-27 Veterans Educational Specialist III SG 21/RC-27

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	
\$1595	1679	1764	1850	1935	2018	2105	(Eff. 2/21/80)
\$1660	1744	1829	1915	2000	2083	2170	(Eff. 7/1/80)

Transmittal #8 - May 4, 1981
Standards & Pay Section

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1982
sup. 15

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
NOVEMBER 1, 1982

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

PAY PLAN
PART II-SCHEDULE OF RATES

Section 2.00 NEGOTIATED RATE

Salary Schedule - Maintenance Unit (RC-42-OCB)

Effective August 1, 1982

	S T E P S						
	1	2	3	4	5	6	7
Building & Grounds Supervisor	1172	1213	1251	1292	1331	1371	1410
Farm Lead Worker	1072	1103	1133	1166	1197	1230	1264
Grounds Supervisor	1103	1136	1170	1205	1239	1274	1310
Intermittent Laborer (Maintenance)	5.80	5.93	6.07	6.22	6.37	6.50	6.65
Janitor I	0946	0968	0990	1015	1039	1061	1085
Janitor II	0968	0990	1016	1040	1064	1090	1116
Janitor III	0990	1016	1041	1067	1094	1120	1147
Laborer (Maintenance)	0946	0968	0990	1015	1039	1061	1085
Labor Maintenance Lead Worker	1072	1103	1133	1166	1197	1230	1264
Maintenance Equipment Operator	1072	1103	1133	1166	1197	1230	1264
Maintenance Worker	1042	1072	1100	1130	1159	1190	1220
Public Aid Maintenance Lead Worker I	1072	1103	1133	1166	1197	1230	1264
Public Aid Maintenance Lead Worker II	1214	1257	1297	1341	1383	1424	1467

Transmittal #15
November 1, 1982
Bureau of Personnel
Division of Technical Services
Test Development, Standards and Pay Section

3511
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1982
Sup. 8

ILLINOIS DEPARTMENT OF PERSONNEL
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN
JUNE 1, 1982

Spec Pos. Sal. SALARY GRADE DELETIONS
Code Code Gr. Effective May 16, 1982

7091 09827 ~~SG-13~~ Corrections Parole Agent I
RC-27
7092 09828 ~~SG-15~~ Corrections Parole Agent II
RC-27

DELETION, RC-14
Effective March 1, 1982

7799 00485 SG 07 Adjudicative Services Assistant
~~RG-14~~

PAY PLAN
PART II-SCHEDULE OF RATES

Section 3.00 PART-TIME DAILY OR HOURLY SPECIAL SERVICES RATE

INSERT ----- Labor Maintenance Lead Worker \$5.00 to \$6.00 (per hour) Eff. 5-1-82

Section 8.00 DESIGNATED RATE

Department of Commerce and Community Affairs
DELETE ----- Executive IV (Pos. No. 13854-42-00-000-00-01) Annual Salary
\$ 42,000 Eff. 5-1-82

Department of Mental Health and Developmental Disabilities
DELETE ----- Executive V (Pos. No. 13855-22-15-001-00-01) \$ 47,200 Eff. 4-1-82

INSERT ----- Mental Health Program Executive (Pos. No. 26895-22-15-001-00-01) \$ 50,976 Eff. 4-1-82

Transmittal #8
June 1, 1982
Div. of Technical Services, Standards & Pay Section

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AT URBANA-CHAMPAIGN



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